SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

Idaho Assessment Systems Statewide Assessment Training

Test Information Distribution Engine (TIDE)

February 9-15, 2017

Objectives

Preparing for Testing

- Activating your new TIDE account and logging in to TIDE
- Navigating the TIDE interface
- Understanding account permissions
- Managing user accounts
- Managing student information and test settings

Administering Tests

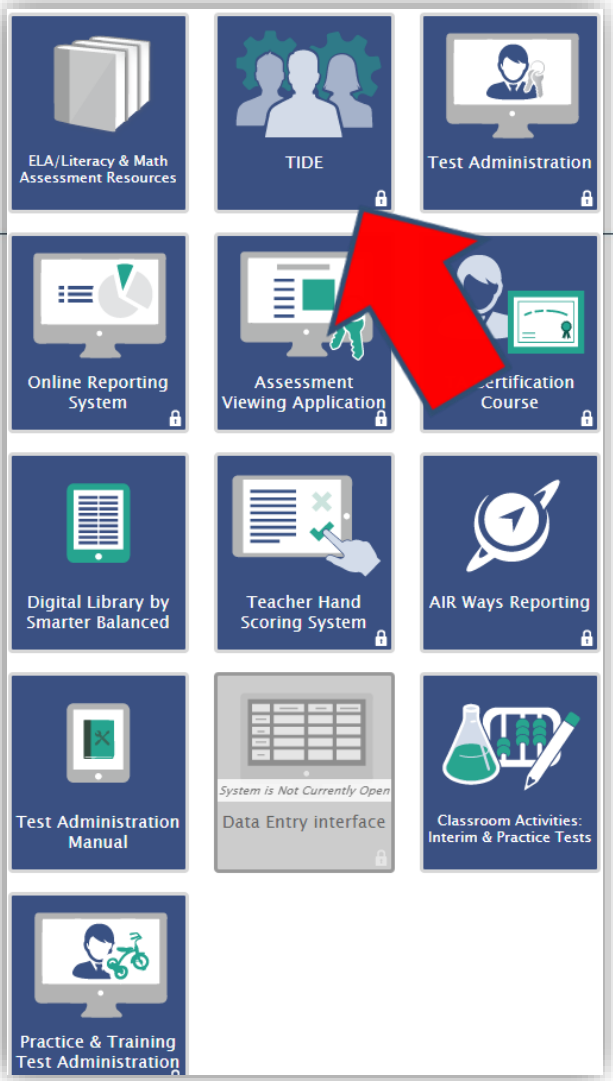
- Managing test improprieties
- Monitoring test progress

After Testing

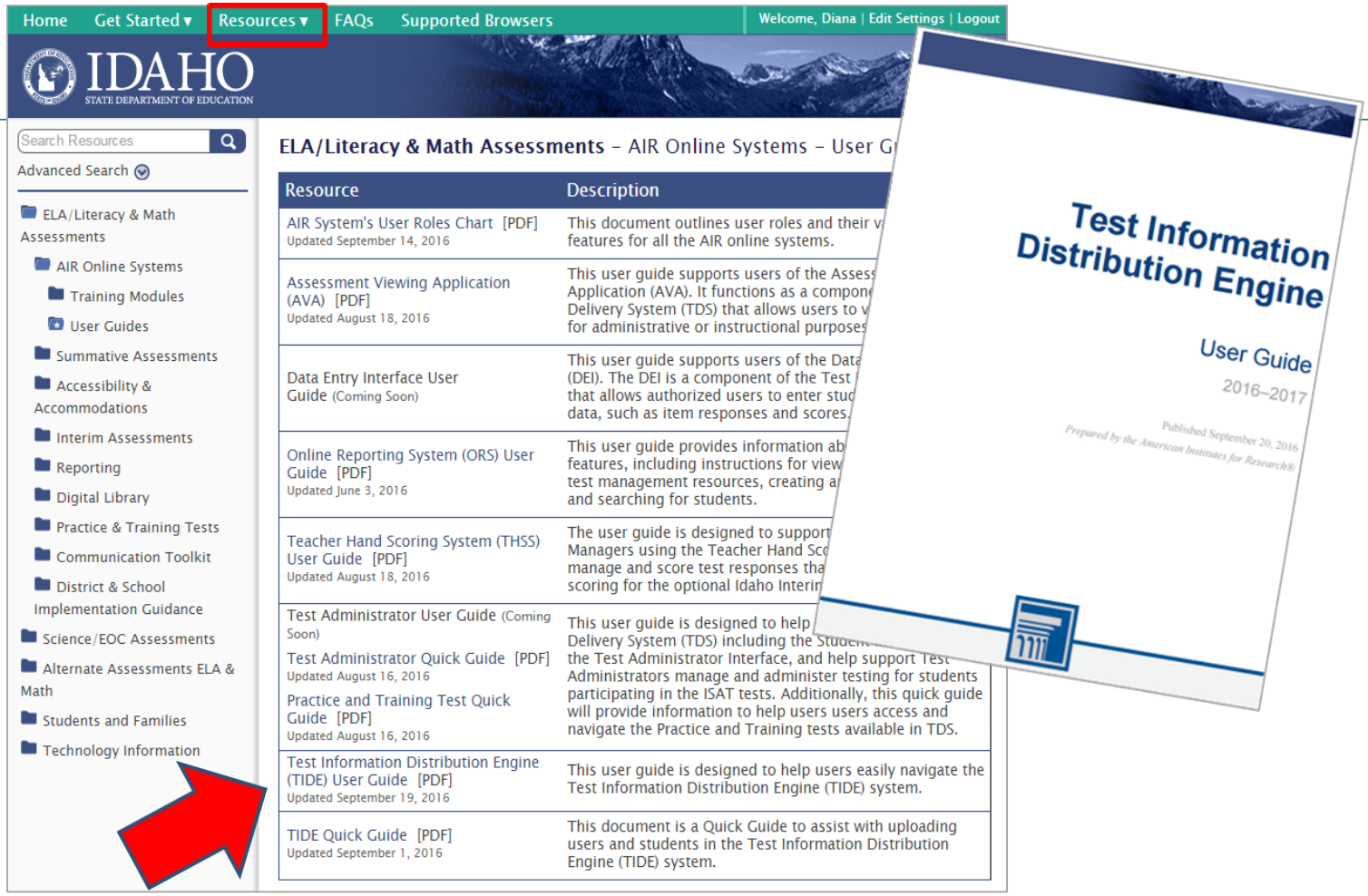
- Managing non-participation codes

ISAT Portal

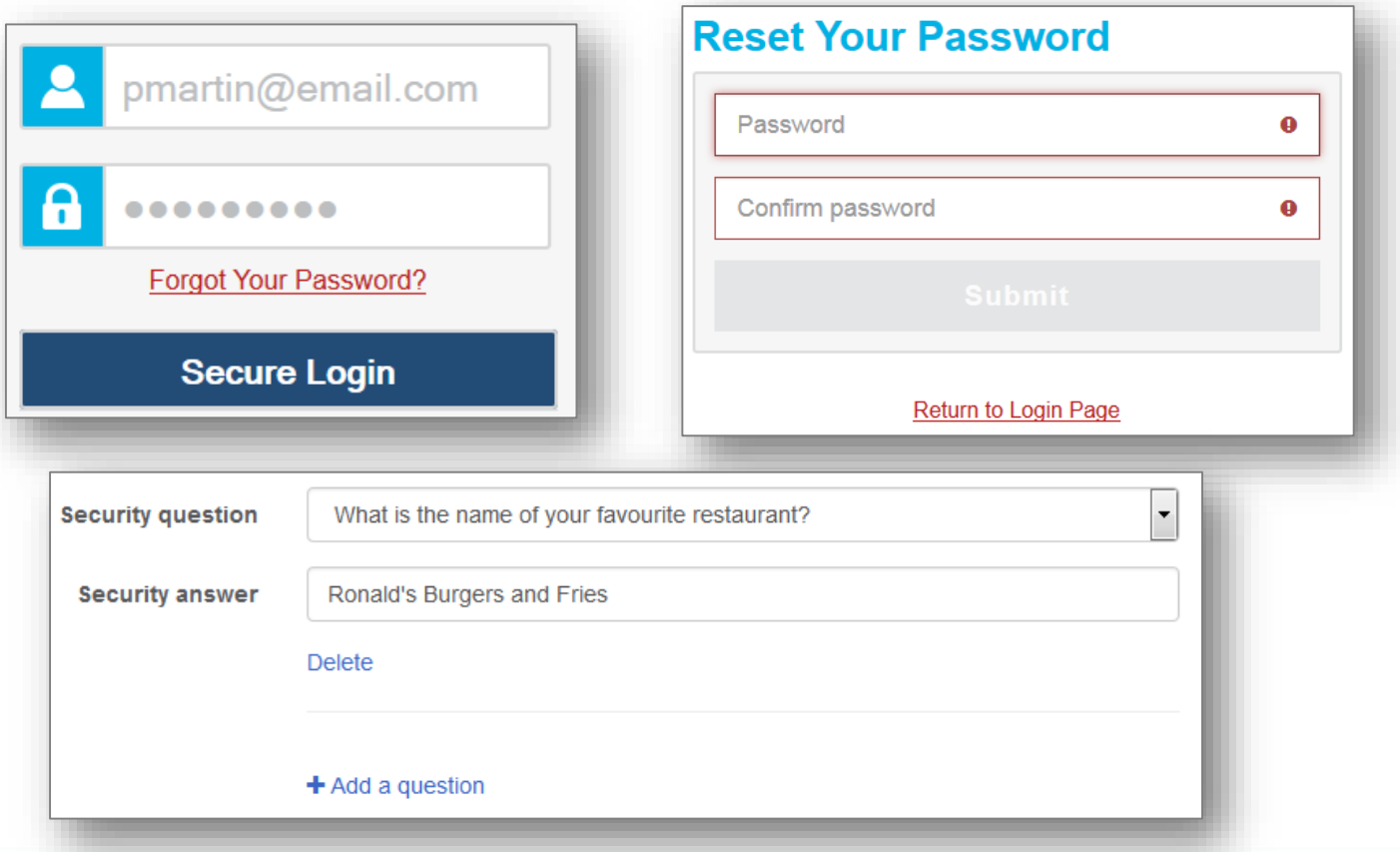
http://idaho.portal.airast.org



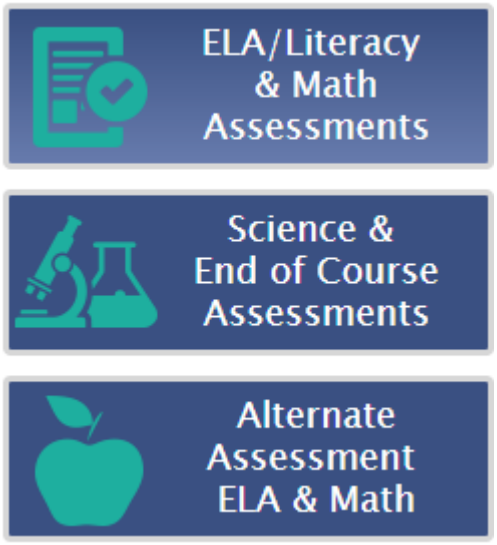
ISAT Portal

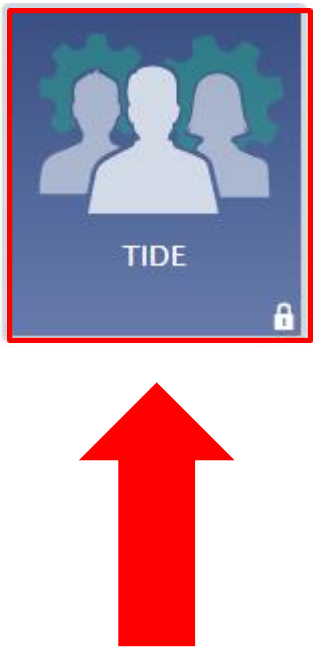

Home
Get Started ▾
Resources ▾
FAQs
Supported Browsers
Welcome, Diana | Edit Settings | Logout
IDAHO
STATE DEPARTMENT OF EDUCATION
Search Resources
Advanced Search
ELA/Literacy & Math Assessments
AIR Online Systems
Training Modules
User Guides
Summative Assessments
Accessibility & Accommodations
Interim Assessments
Reporting
Digital Library
Practice & Training Tests
Communication Toolkit
District & School Implementation Guidance
Science/EOC Assessments
Alternate Assessments ELA & Math
Students and Families
Technology Information
ELA/Literacy & Math Assessments – AIR Online Systems – User G
Resource
Description
AIR System's User Roles Chart [PDF]
Updated September 14, 2016
Assessment Viewing Application (AVA) [PDF]
Updated August 18, 2016
Data Entry Interface User Guide (Coming Soon)
Online Reporting System (ORS) User Guide [PDF]
Updated June 3, 2016
Teacher Hand Scoring System (THSS) User Guide [PDF]
Updated August 18, 2016
Test Administrator User Guide (Coming Soon)
Test Administrator Quick Guide [PDF]
Updated August 16, 2016
Practice and Training Test Quick Guide [PDF]
Updated August 16, 2016
Test Information Distribution Engine (TIDE) User Guide [PDF]
Updated September 19, 2016
TIDE Quick Guide [PDF]
Updated September 1, 2016
This user guide is designed to help users easily navigate the Test Information Distribution Engine (TIDE) system.
This document is a Quick Guide to assist with uploading users and students in the Test Information Distribution Engine (TIDE) system.
Test Information Distribution Engine
User Guide
2016–2017
Published September 20, 2016

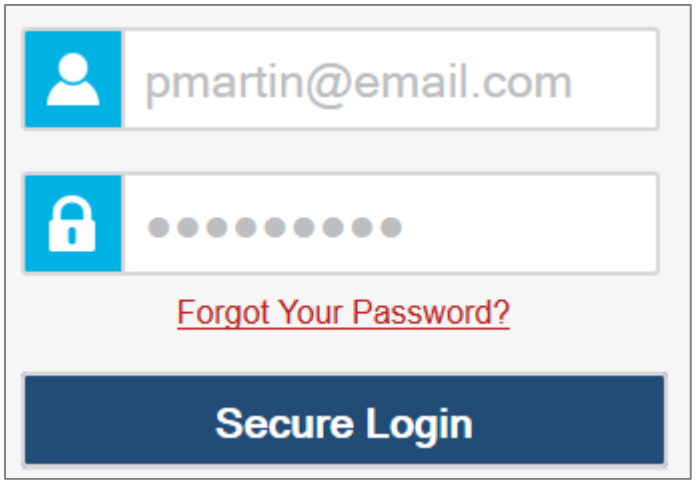
Activating a TIDE Account



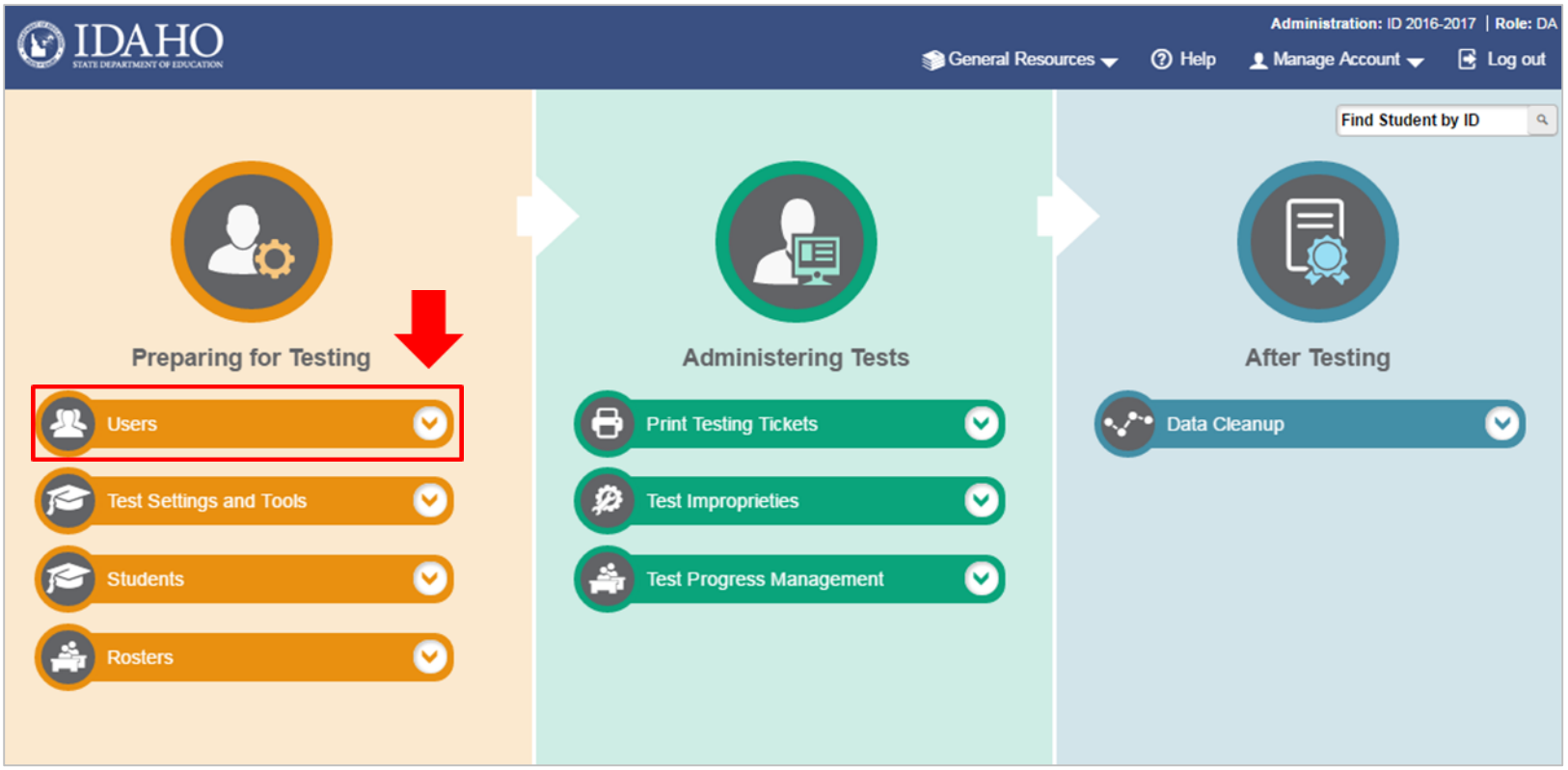
Logging in to TIDE







TIDE Home Page



User and Student Management

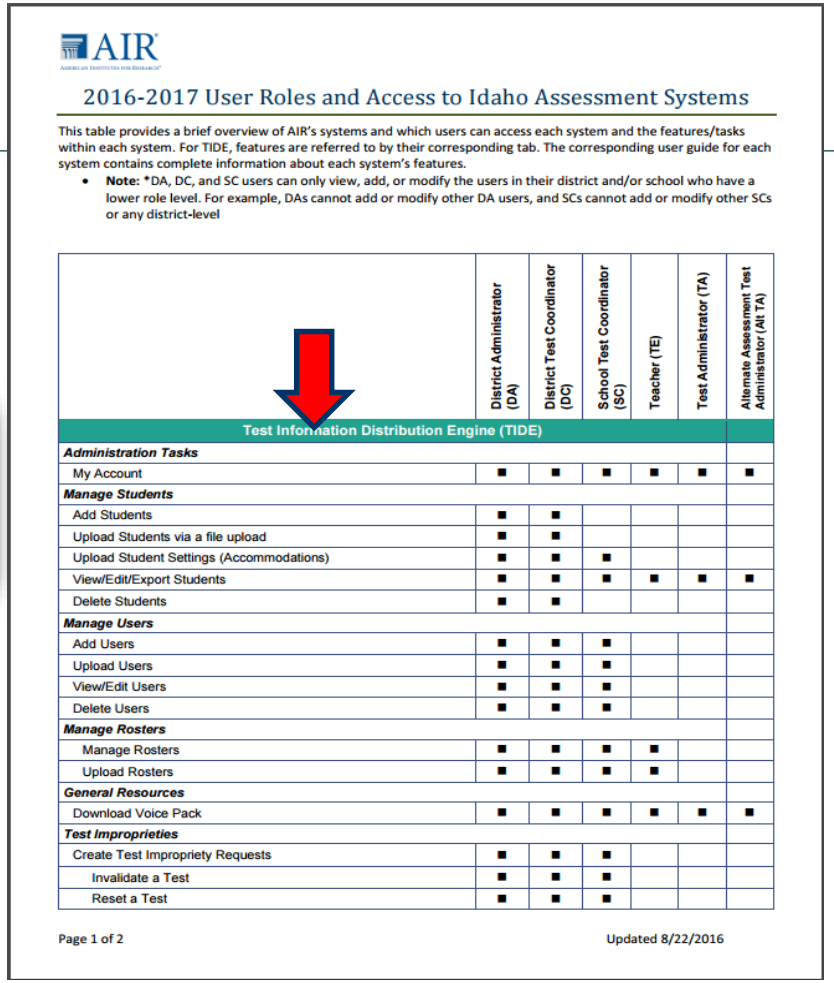
- TIDE organizes Institutions, Users, and Students
  - Institutions via state file
- Users added by users higher in the hierarchy
  - Can be viewed and edited in TIDE
- Students added multiple ways:
  - Manual add
  - Mass upload
- Student settings and eligibility added multiple ways:
  - Manual add
  - Mass upload

TIDE User Roles

- TIDE is a role-based system

ELA/Literacy & Math Assessments – AIR Online Systems – User Guides

Resource	Description
AIR System's User Roles Chart [PDF] Updated September 14, 2016	This document outlines user roles and their various access features for all the AIR online systems.



AIR

2016-2017 User Roles and Access to Idaho Assessment Systems

This table provides a brief overview of AIR's systems and which users can access each system and the features/tasks within each system. For TIDE, features are referred to by their corresponding tab. The corresponding user guide for each system contains complete information about each system's features.

- **Note:** *DA, DC, and SC users can only view, add, or modify the users in their district and/or school who have a lower role level. For example, DAs cannot add or modify other DA users, and SCs cannot add or modify other SCs or any district-level

Test Information Distribution Engine (TIDE)	District Administrator (DA)	District Test Coordinator (DC)	School Test Coordinator (SC)	Teacher (TE)	Test Administrator (TA)	Alternate Assessment Test Administrator (Alt TA)
Administration Tasks						
My Account	■	■	■	■	■	■
Manage Students						
Add Students	■	■				
Upload Students via a file upload	■	■				
Upload Student Settings (Accommodations)	■	■	■			
View/Edit/Export Students	■	■	■	■	■	■
Delete Students	■	■				
Manage Users						
Add Users	■	■	■			
Upload Users	■	■	■			
View/Edit Users	■	■	■			
Delete Users	■	■	■			
Manage Rosters						
Manage Rosters	■	■	■	■		
Upload Rosters	■	■	■	■		
General Resources						
Download Voice Pack	■	■	■	■	■	■
Test Improprieties						
Create Test Impropriety Requests	■	■	■			
Invalidate a Test	■	■	■			
Reset a Test	■	■	■			

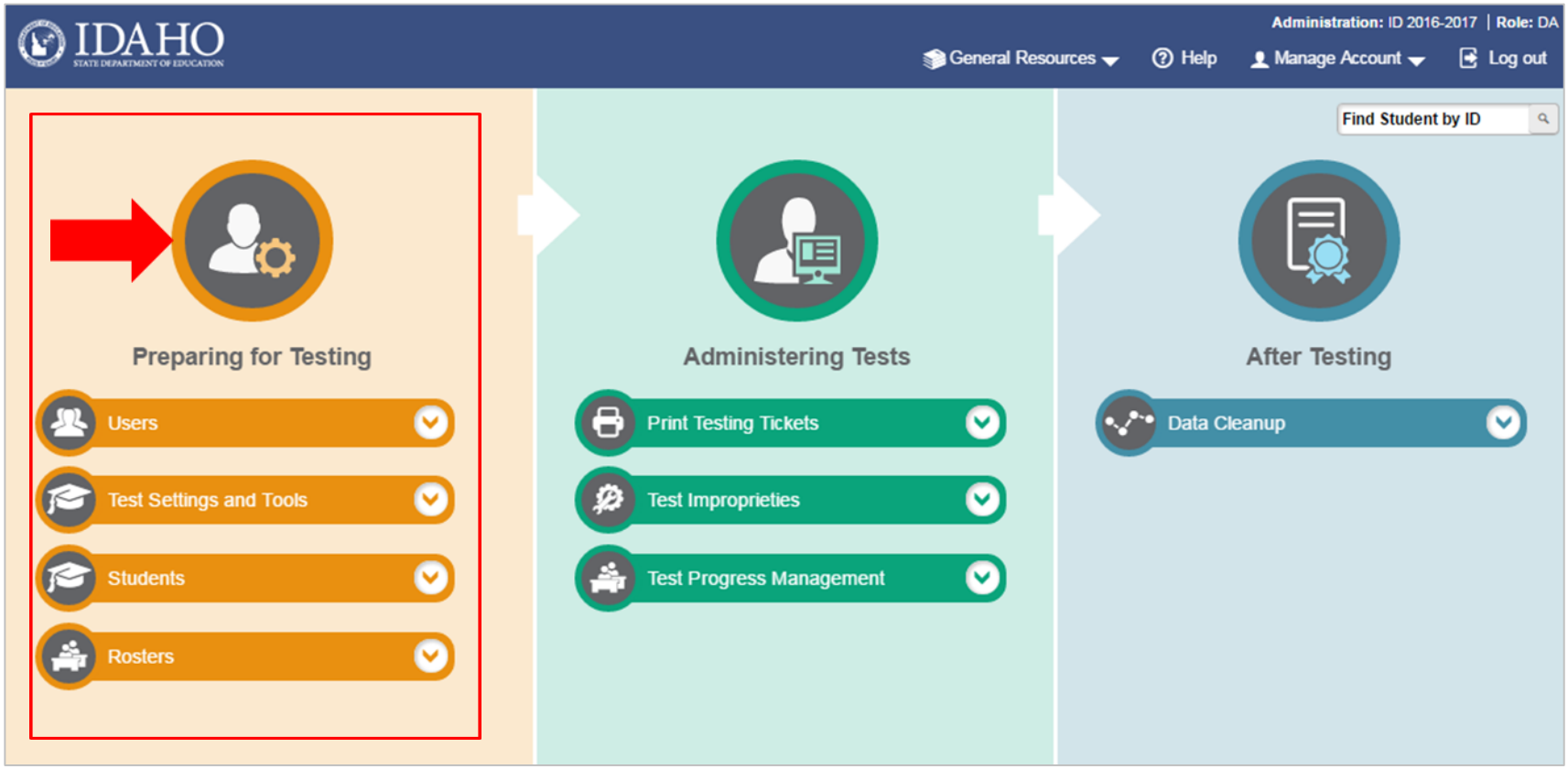
Page 1 of 2 Updated 8/22/2016

Roles and Permissions

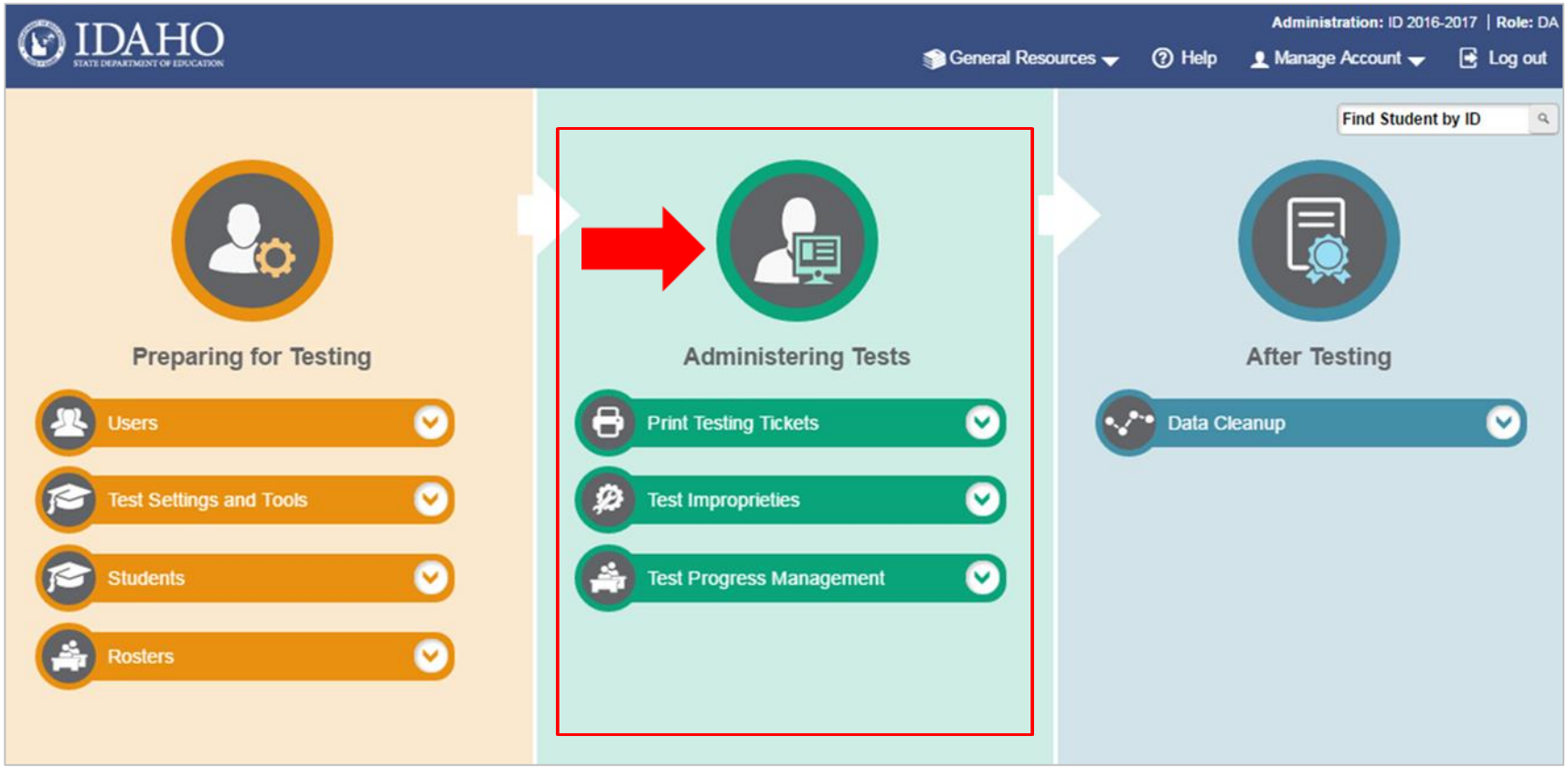
Task	DA	DC	SC	TE	TA	Alt TA
Adding and Moving Students	✓	✓				
Viewing and Editing Students	✓	✓	✓	View Only	View Only	View Only
Adding User Accounts	✓	✓	✓			
Viewing and Editing User Details	✓	✓	✓			
Creating Test Impropriety Requests	✓	✓	✓			
Working with Rosters of Students	✓	✓	✓	✓		
Generate Plan and Manage Testing Reports	✓	✓	✓	✓	✓	✓

For a detailed list of user roles and associated permissions, see the 2016-2017 User Roles and Access to Idaho Assessment Systems.

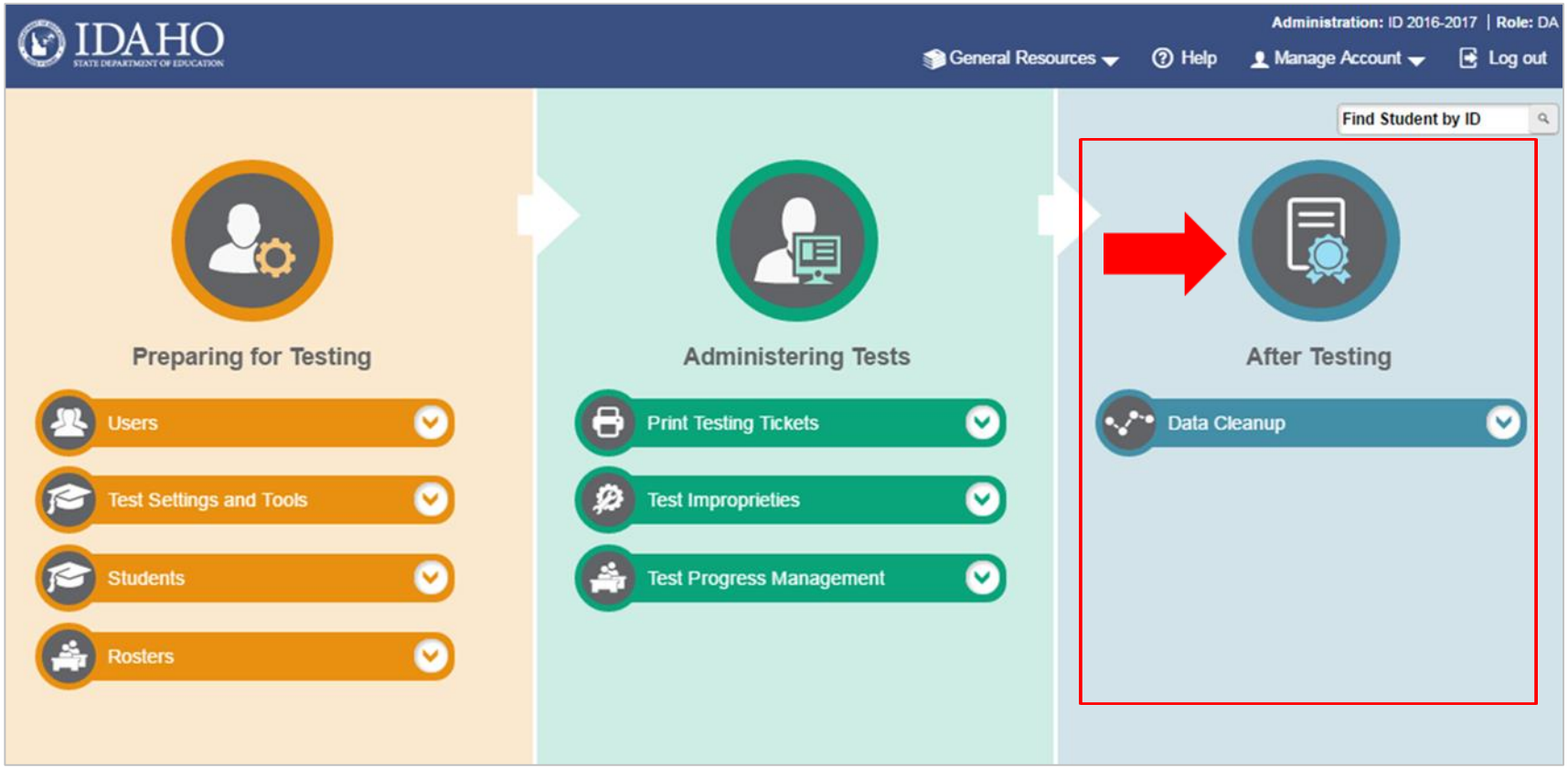
TIDE Tasks Overview



TIDE Tasks Overview



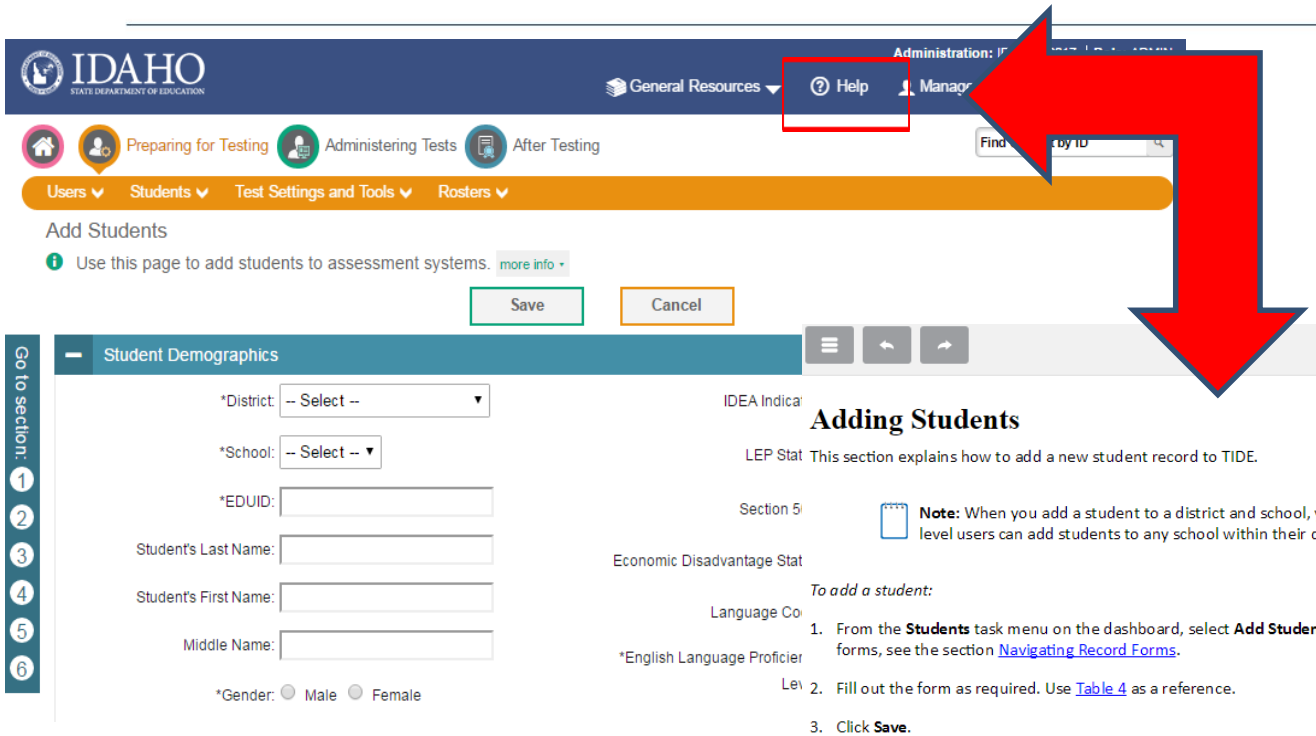
Overview of TIDE Tasks

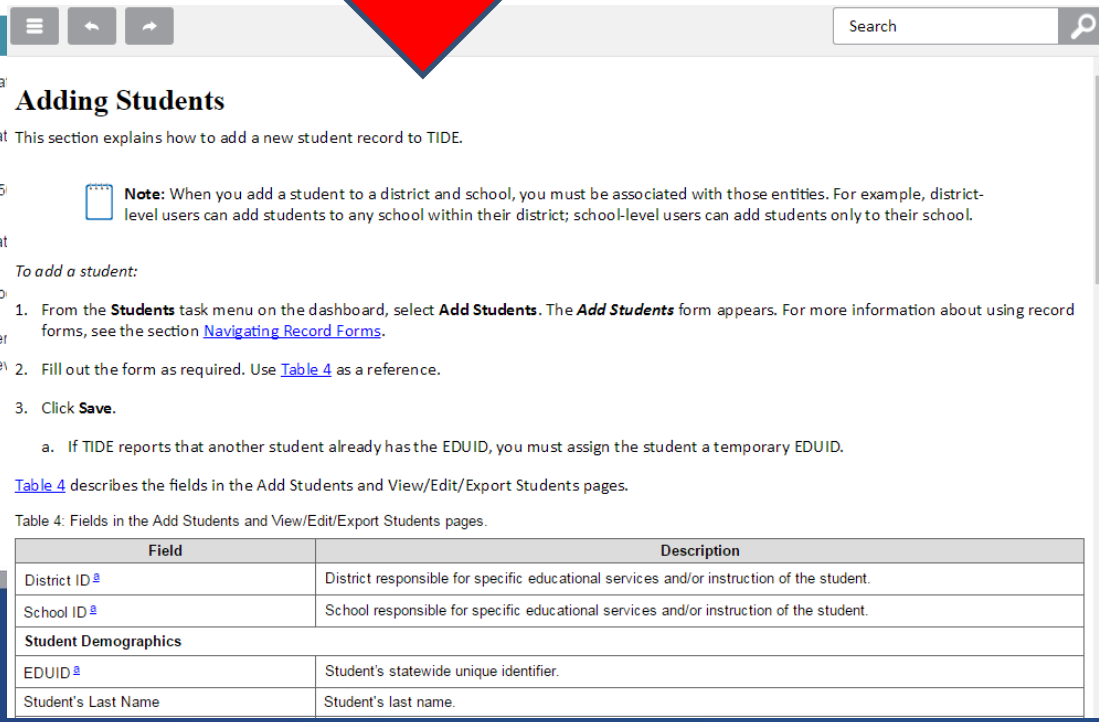


TIDE Banner

1
TIDE
Online Reporting System (ORS)
Test Administration (TA) Training Site
Test Administration (TA) Interface
Teacher Hand Scoring System (THSS)
3
General Resources
Download Voice Pack
2
Help
Administration: ID 2016-2017 | Role: ADMIN
Manage Account
Change Role
My Contact
Change Password
4
Log out
5

Online TIDE User Guide





Adding Students

This section explains how to add a new student record to TIDE.

Note: When you add a student to a district and school, you must be associated with those entities. For example, district-level users can add students to any school within their district; school-level users can add students only to their school.

To add a student:

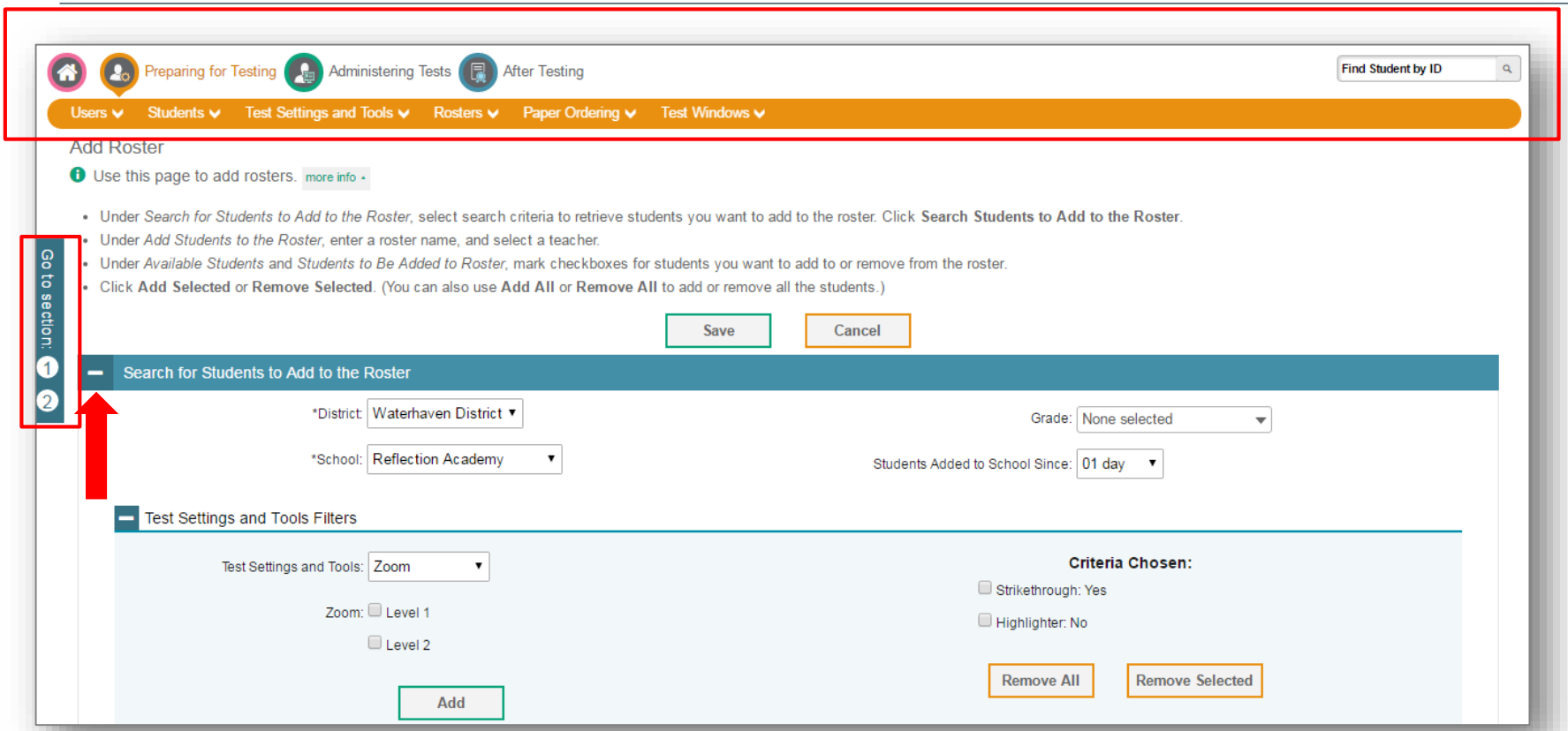
1. From the **Students** task menu on the dashboard, select **Add Students**. The ***Add Students*** form appears. For more information about using record forms, see the section Navigating Record Forms.
2. Fill out the form as required. Use Table 4 as a reference.
3. Click **Save**.
   a. If TIDE reports that another student already has the EDUID, you must assign the student a temporary EDUID.

Table 4 describes the fields in the Add Students and View/Edit/Export Students pages.

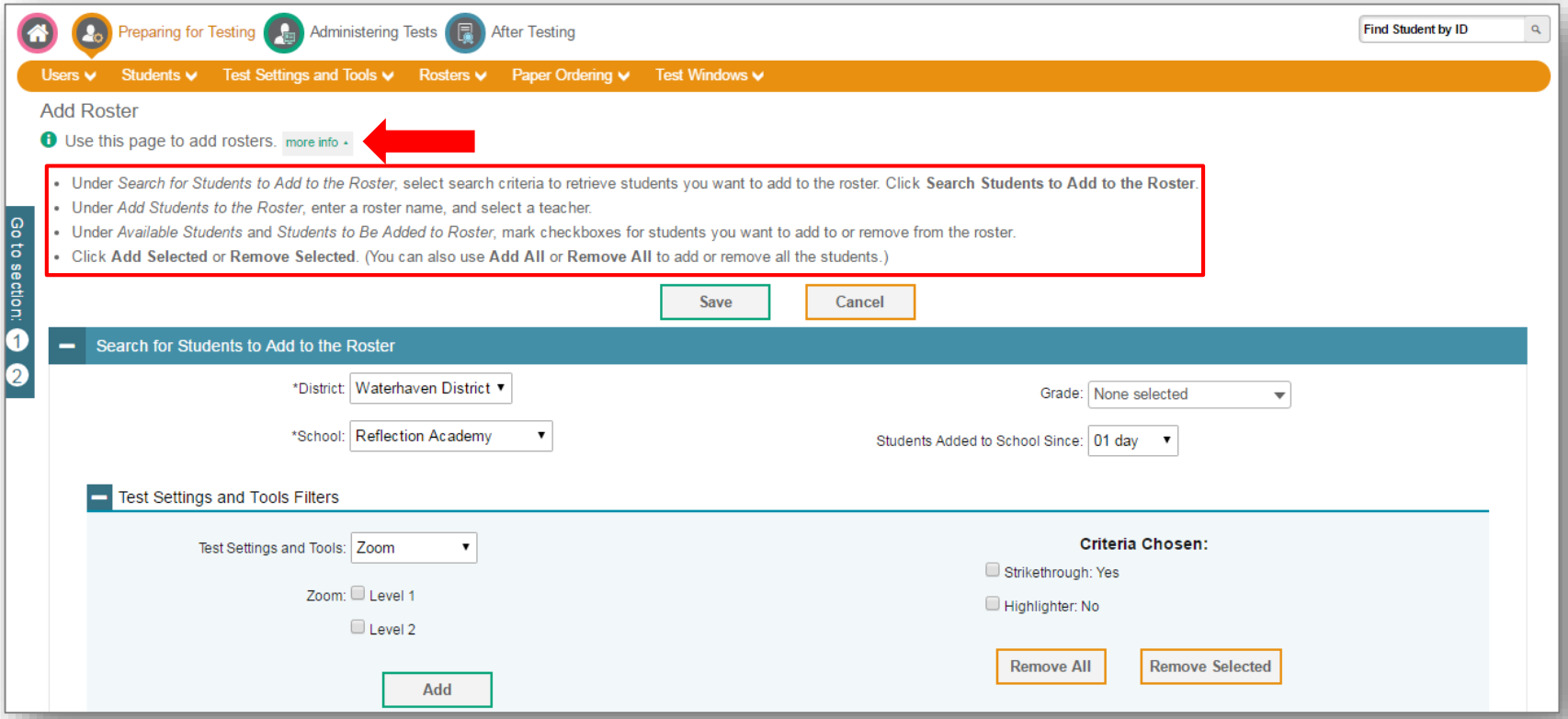
Table 4: Fields in the Add Students and View/Edit/Export Students pages.

Field	Description
District ID [a]	District responsible for specific educational services and/or instruction of the student.
School ID [a]	School responsible for specific educational services and/or instruction of the student.
Student Demographics	
EDUID [a]	Student's statewide unique identifier.
Student's Last Name	Student's last name.

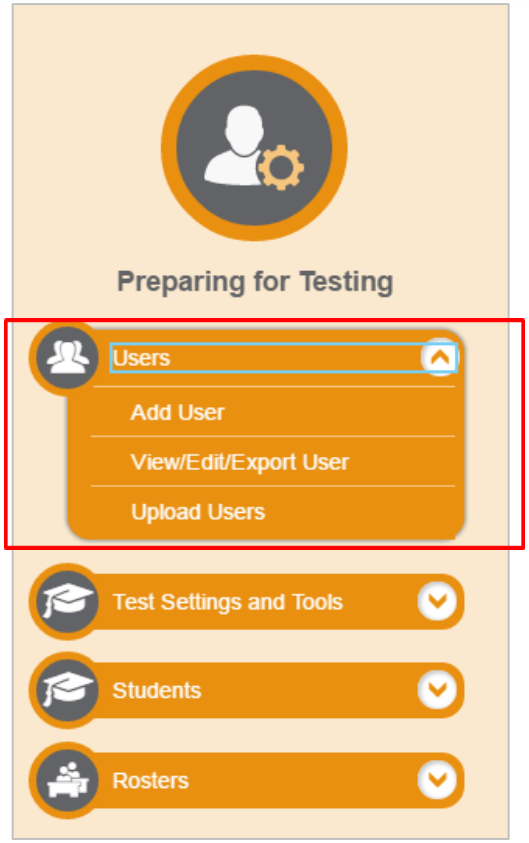
Navigation Toolbars



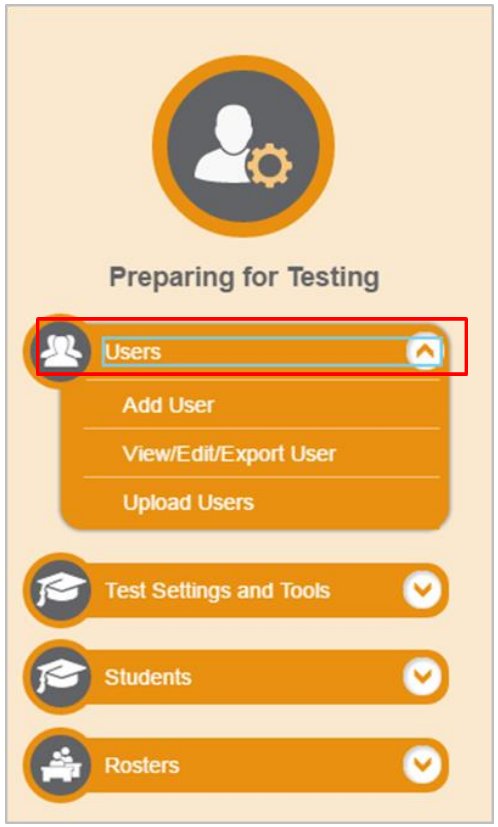
Help Text

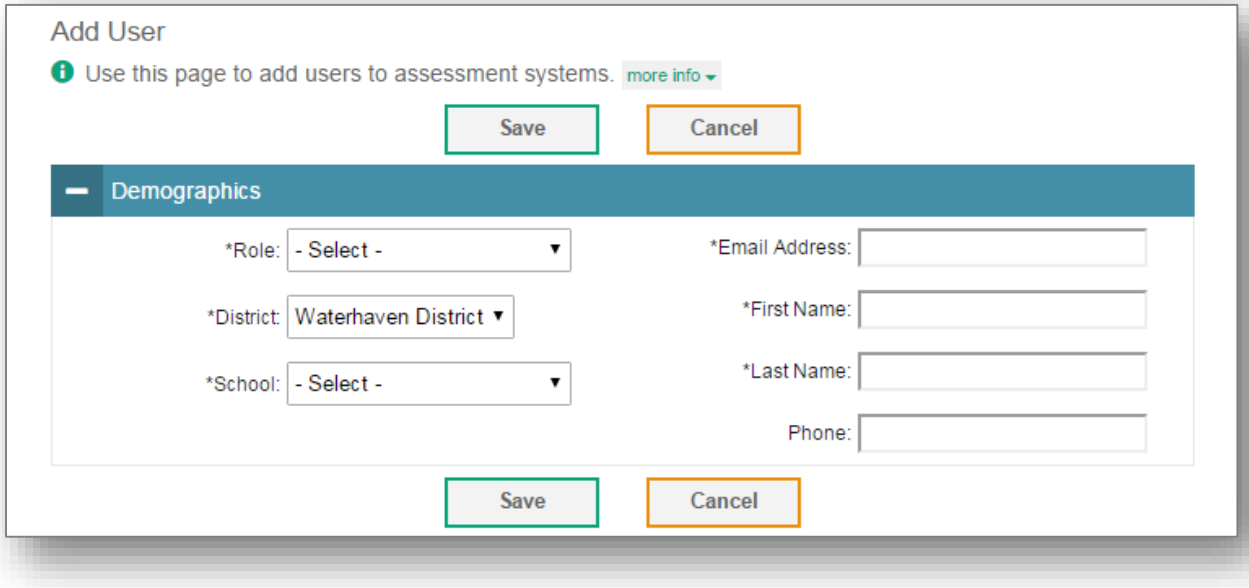

Preparing for Testing
Administering Tests
After Testing
Find Student by ID
Users
Students
Test Settings and Tools
Rosters
Paper Ordering
Test Windows
Add Roster
Use this page to add rosters. more info
Under Search for Students to Add to the Roster, select search criteria to retrieve students you want to add to the roster. Click Search Students to Add to the Roster.
Under Add Students to the Roster, enter a roster name, and select a teacher.
Under Available Students and Students to Be Added to Roster, mark checkboxes for students you want to add to or remove from the roster.
Click Add Selected or Remove Selected. (You can also use Add All or Remove All to add or remove all the students.)
Go to section:
1
2
Save
Cancel
Search for Students to Add to the Roster
*District: Waterhaven District
*School: Reflection Academy
Grade: None selected
Students Added to School Since: 01 day
Test Settings and Tools Filters
Test Settings and Tools: Zoom
Zoom: Level 1
Level 2
Add
Criteria Chosen:
Strikethrough: Yes
Highlighter: No
Remove All
Remove Selected

Users

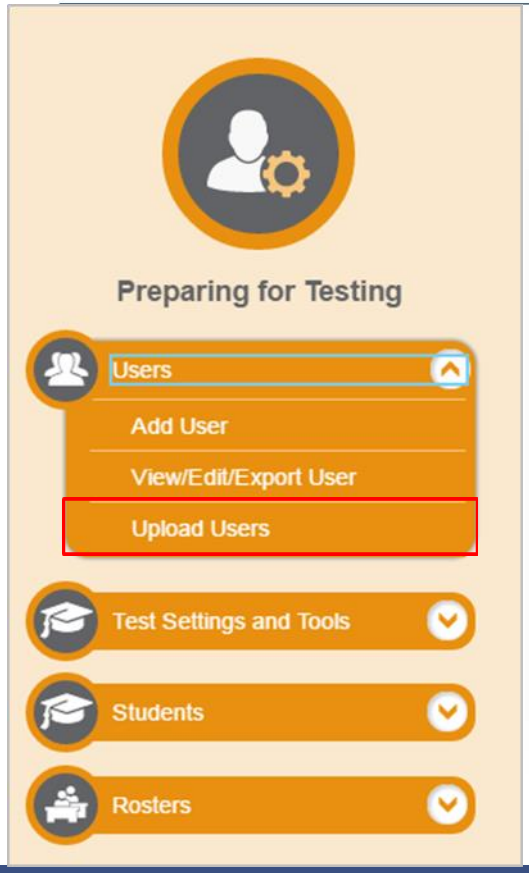

Preparing for Testing
Users
Add User
View/Edit/Export User
Upload Users
Test Settings and Tools
Students
Rosters

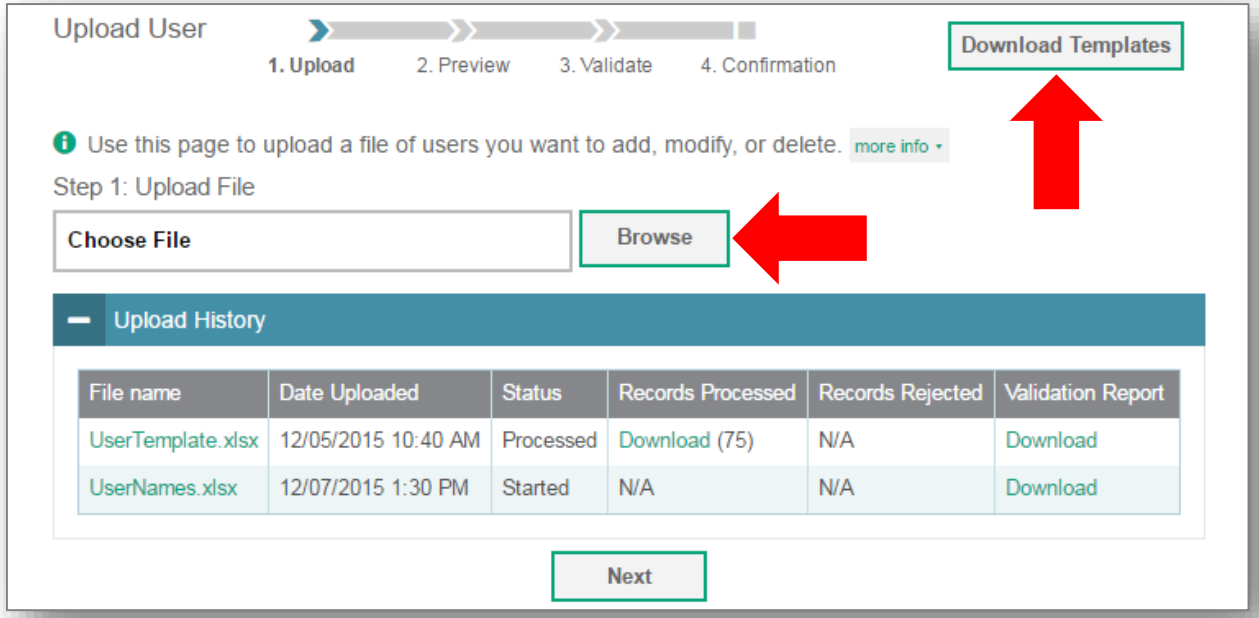
Add User


Preparing for Testing
Users
Add User
View/Edit/Export User
Upload Users
Test Settings and Tools
Students
Rosters

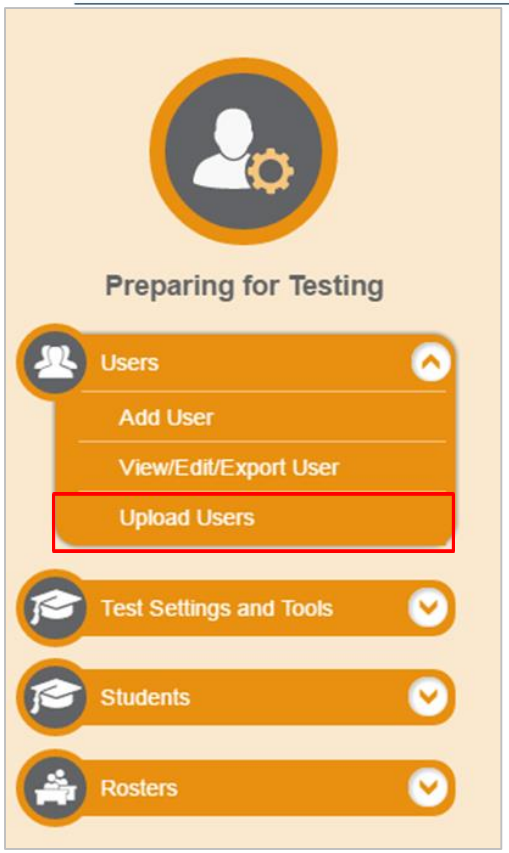

Add User
Use this page to add users to assessment systems.
more info
Save
Cancel
Demographics
*Role: - Select -
*District: Waterhaven District
*School: - Select -
*Email Address:
*First Name:
*Last Name:
Phone:
Save
Cancel

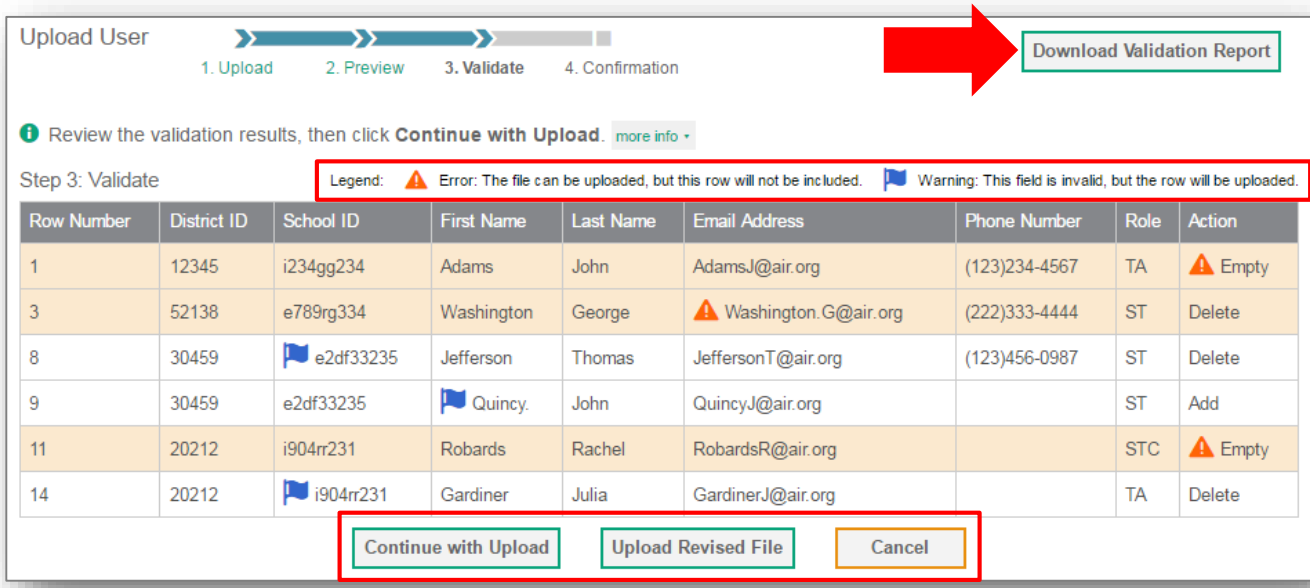
Upload Users





Upload Users





Upload Users

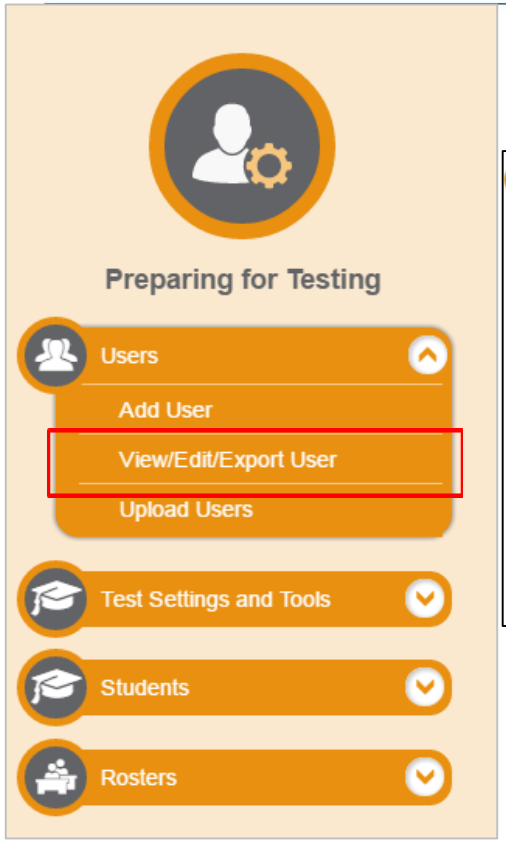
	A	B	C	D	E	F	G	H
1	**District ID**	**School ID**	**FirstName**	**LastorSurname**	**ElectronicMailAddress**	**TelephoneNumber**	**Role**	**Action**
2	001	0002	Demo	User	duser@school.org	1234567891	TE	DELETE
3	001	0002	Demo	User	duser@school.org	1234567891	SC	ADD

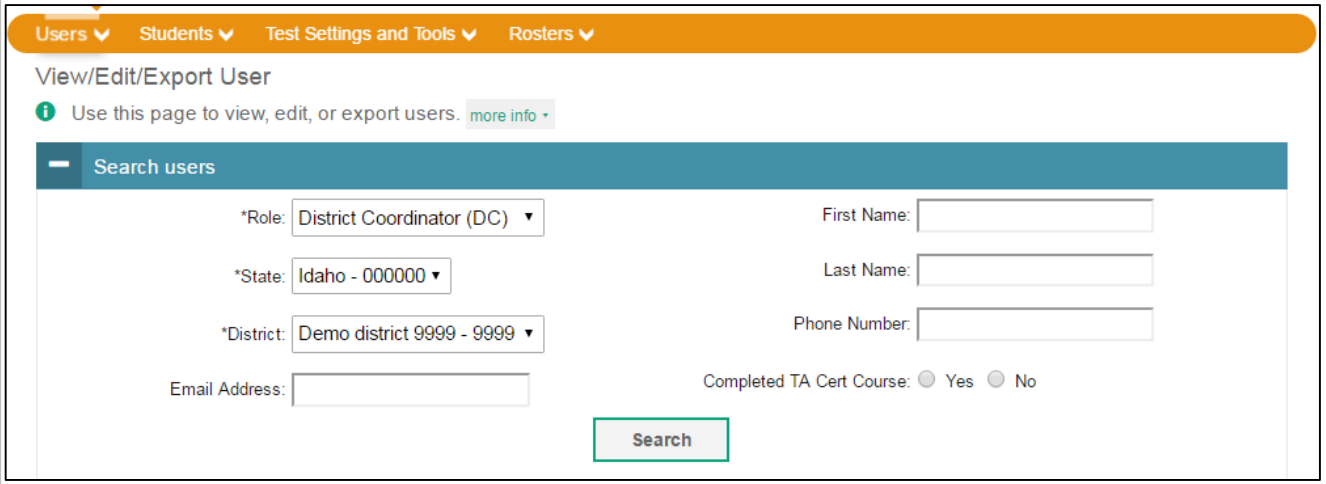
Uploading Files

Troubleshooting Tips

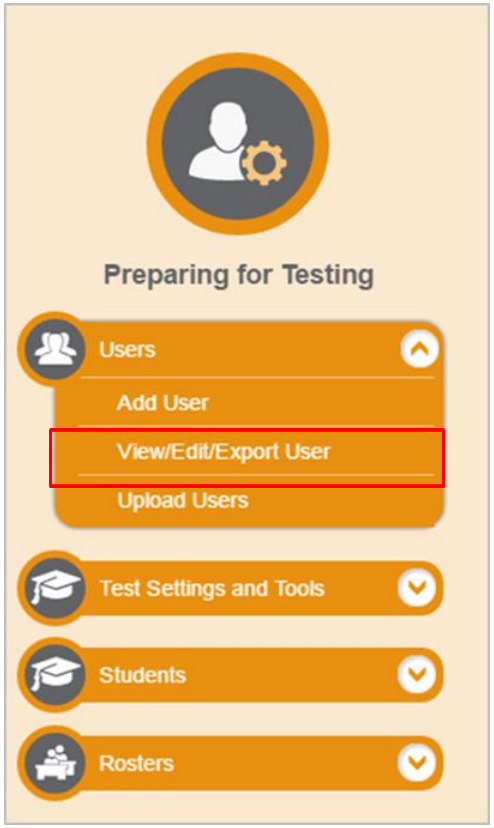
- Ensure all leading zeros are maintained in the files. Note: If the original document is a CSV file, opening the document in Excel will cause the leading zeros to be wiped out. To retain them, continue to open the file using CSV format.
- Ensure the dates are formatted properly using MMDDYYYY and there are no spaces or dashed included
- Ensure all values contain only acceptable values for the field you are trying to enter. For additional reference, select the Show Guidelines drop-down on the Upload pages in TIDE.
- If further issue persists when trying to upload a user file into TIDE, please contact the ISAT Help Desk via telephone (1-844-560-7365) or via email (IDHelpDesk@air.org).

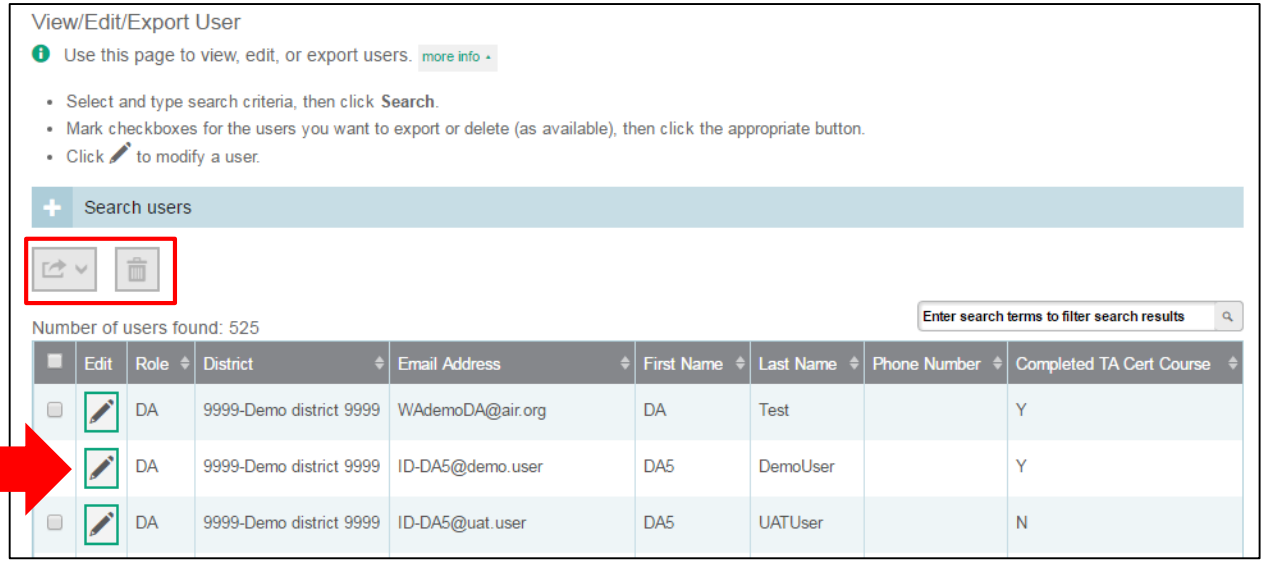
View/Edit/Export User



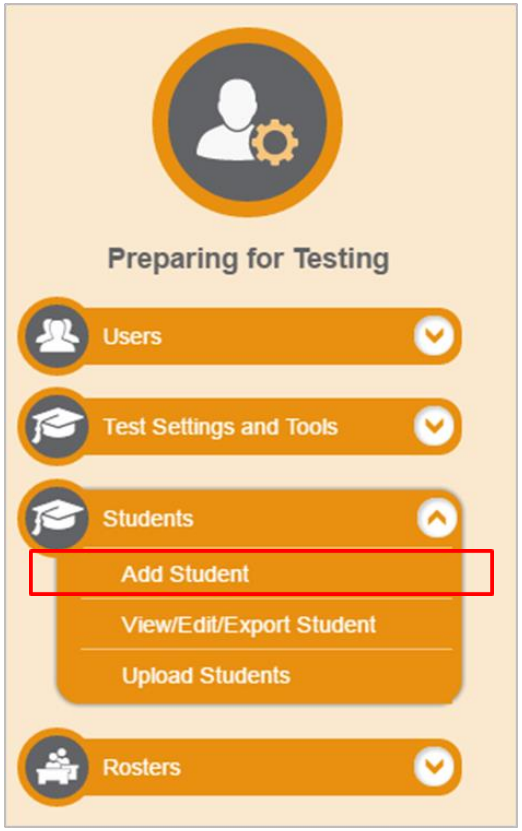


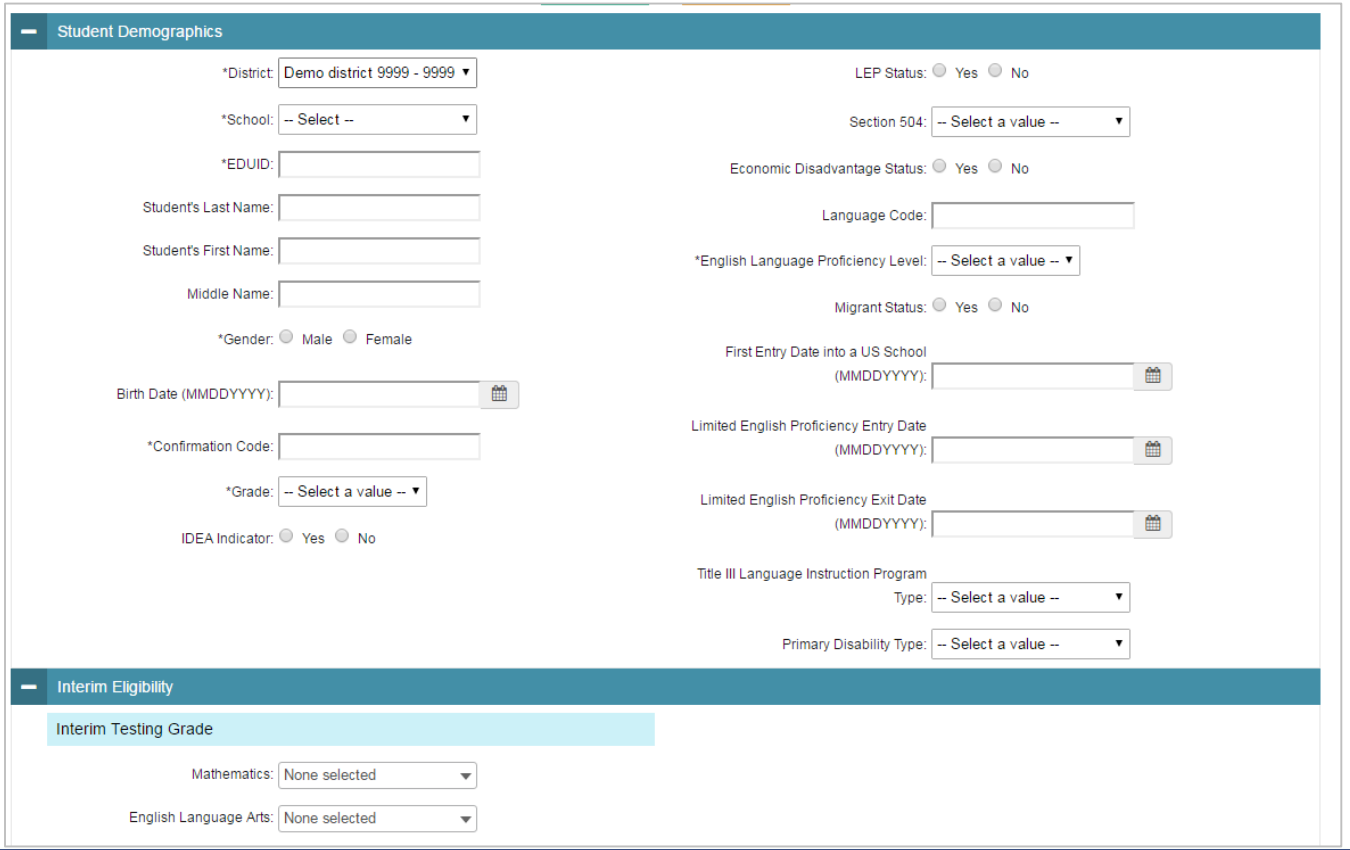
View/Edit/Export User



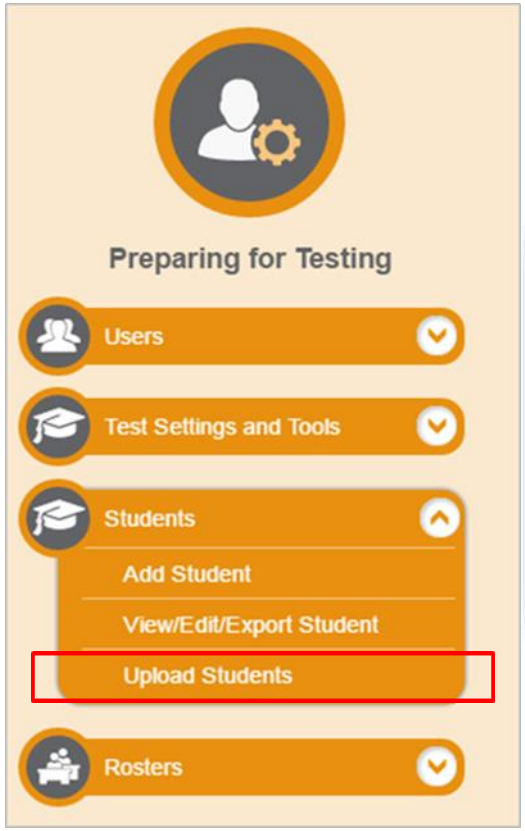


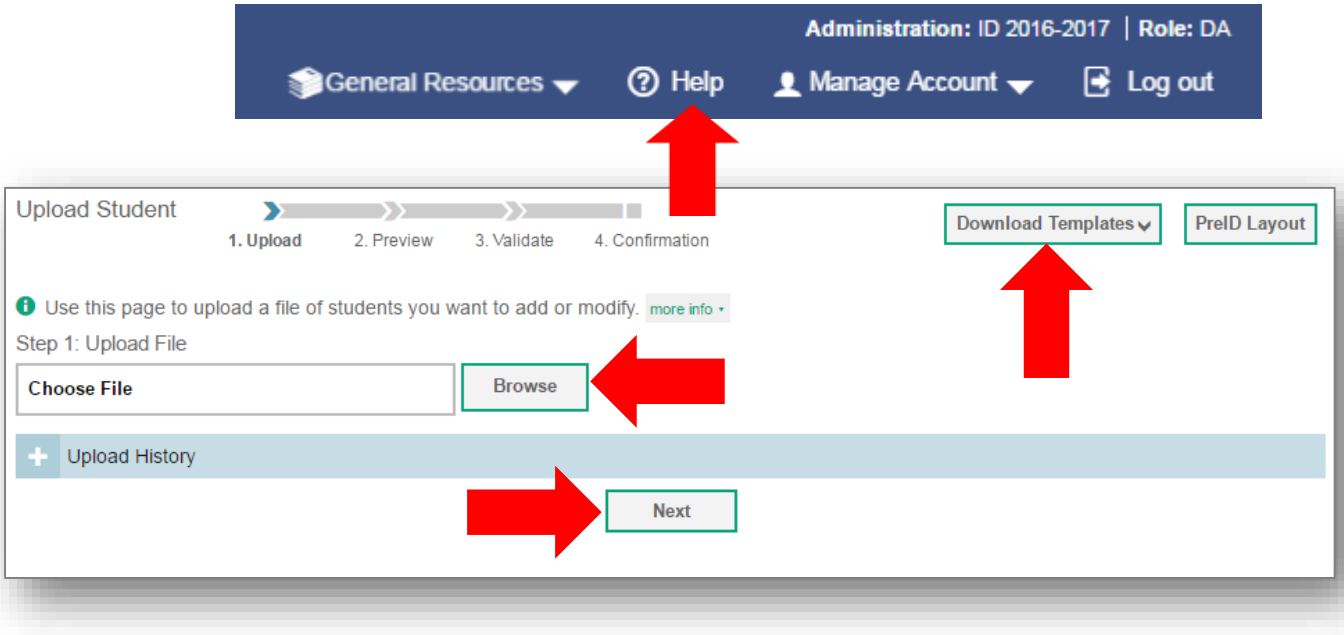
Add Student


Preparing for Testing
Users
Test Settings and Tools
Students
Add Student
View/Edit/Export Student
Upload Students
Rosters

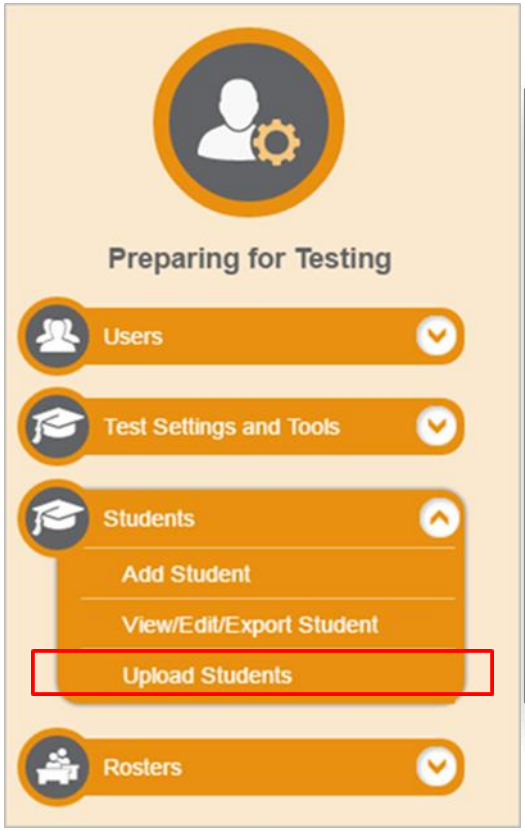

Student Demographics
*District: Demo district 9999 - 9999
*School: -- Select --
*EDUID:
Student's Last Name:
Student's First Name:
Middle Name:
*Gender: Male Female
Birth Date (MMDDYYYY):
*Confirmation Code:
*Grade: -- Select a value --
IDEA Indicator: Yes No
LEP Status: Yes No
Section 504: -- Select a value --
Economic Disadvantage Status: Yes No
Language Code:
*English Language Proficiency Level: -- Select a value --
Migrant Status: Yes No
First Entry Date into a US School (MMDDYYYY):
Limited English Proficiency Entry Date (MMDDYYYY):
Limited English Proficiency Exit Date (MMDDYYYY):
Title III Language Instruction Program Type: -- Select a value --
Primary Disability Type: -- Select a value --
Interim Eligibility
Interim Testing Grade
Mathematics: None selected
English Language Arts: None selected

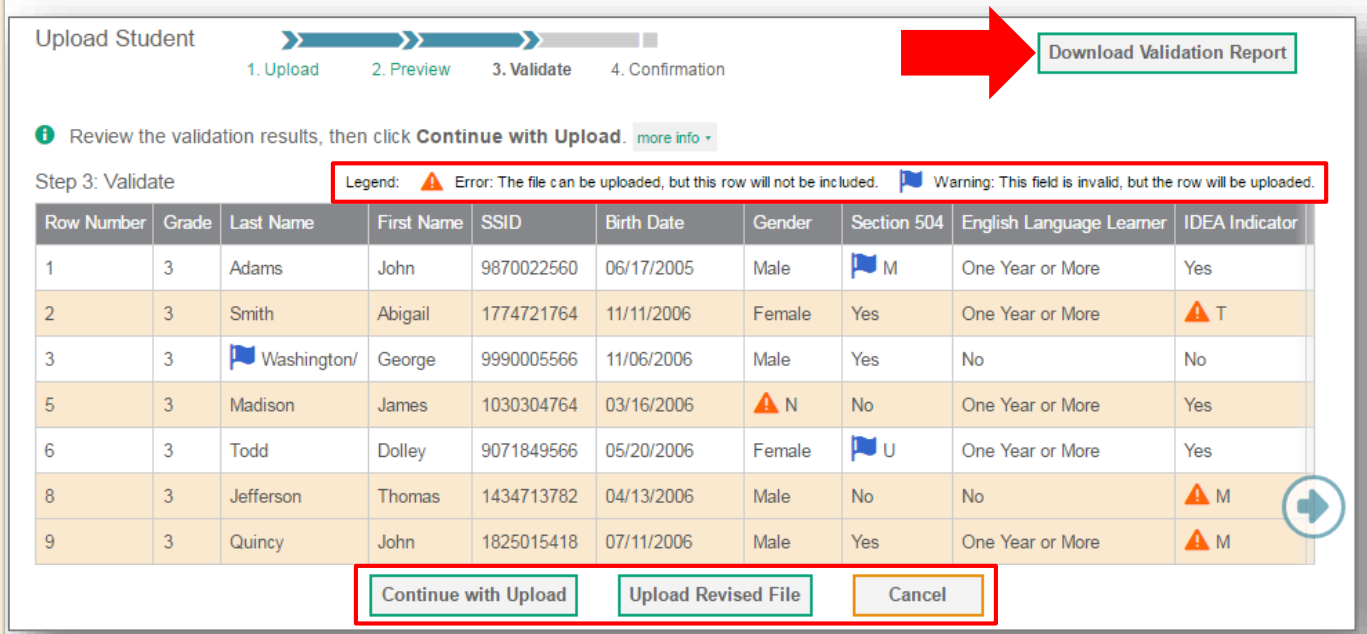
Upload Students





Upload Students

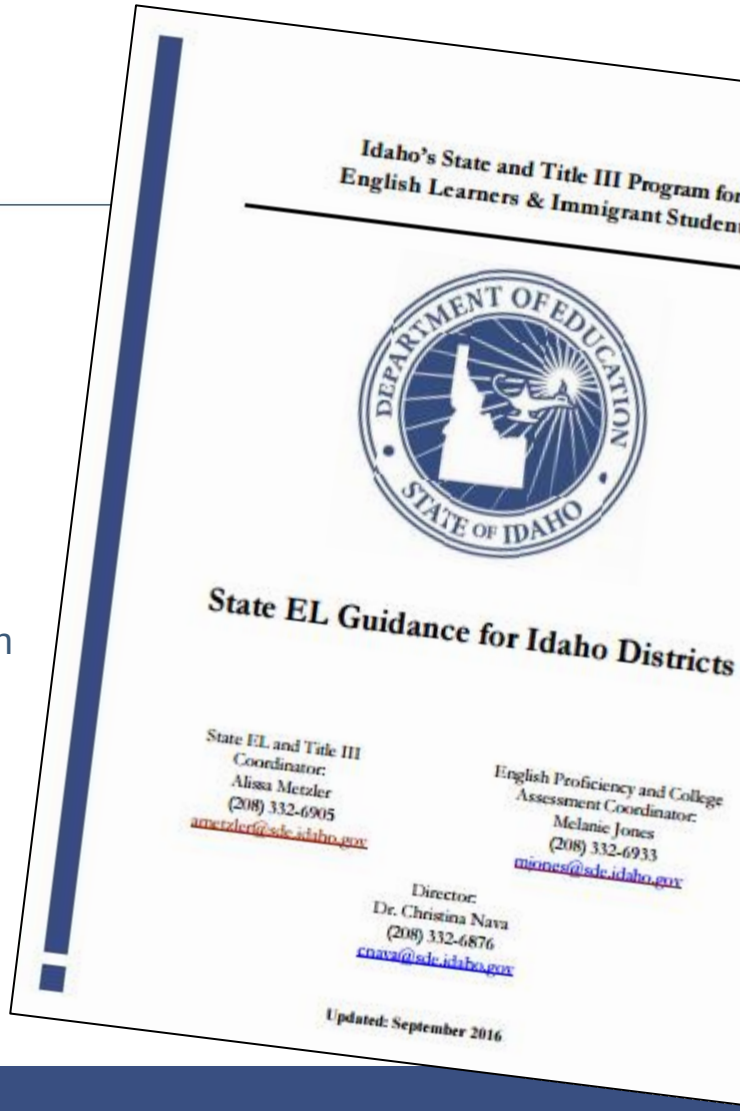




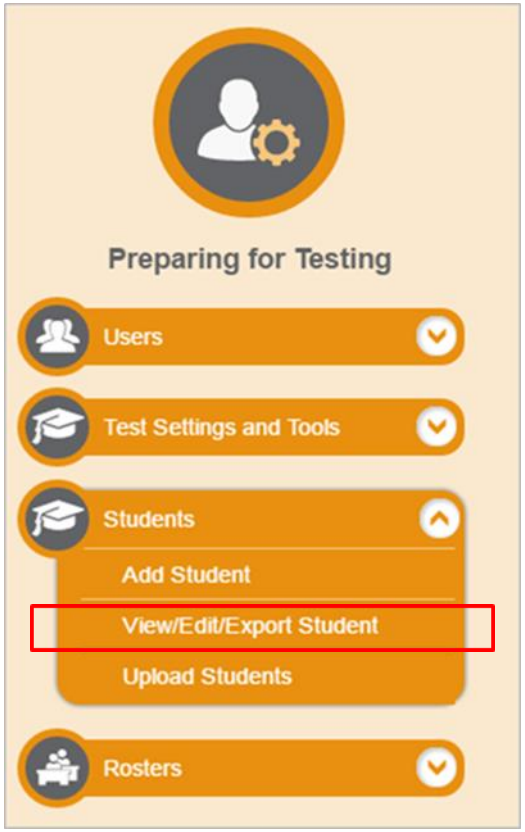
Upload/Add Students

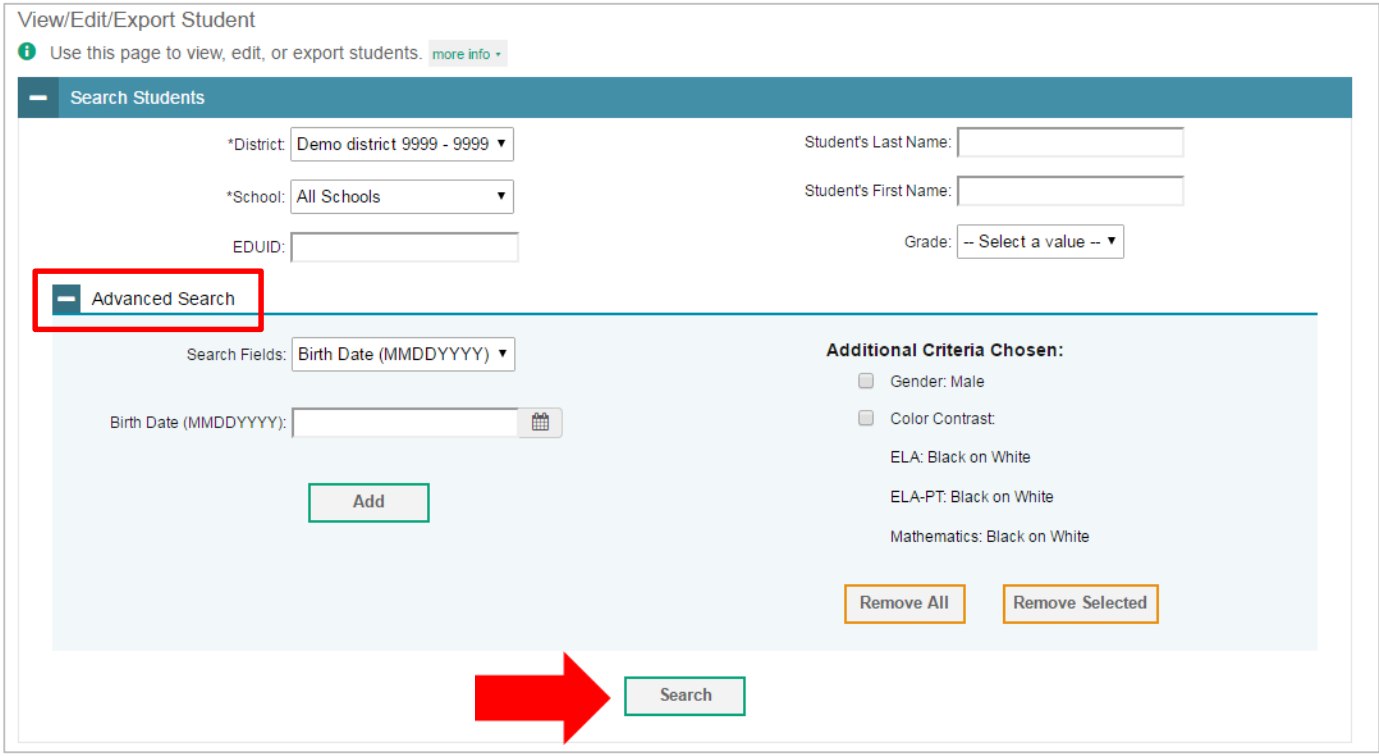
Troubleshooting Tips

- *English Language Proficiency Level* has been updated in TIDE. This field has been renamed *LEP Category* which accepts the codes listed below. *LEP Category* is a required field and *LEP Status* remains as a **Yes/No** field.
- Further Details about these codes can be found in the EL Guidelines found on SDE's website
    - **L1**: Receiving LEP Services and new to a US school in the last 12 months
    - **LE**: Continuing LEP Services
    - **EW**: English Learner; services waived or refused
    - **X1**: Exited – 1st Year
    - **X2**: Exited – 2nd Year
    - **FL**: Was formerly receiving LEP services, no longer monitored
    - **NO**: Does not / has not received LEP Services
    - **SO**: Screened Out

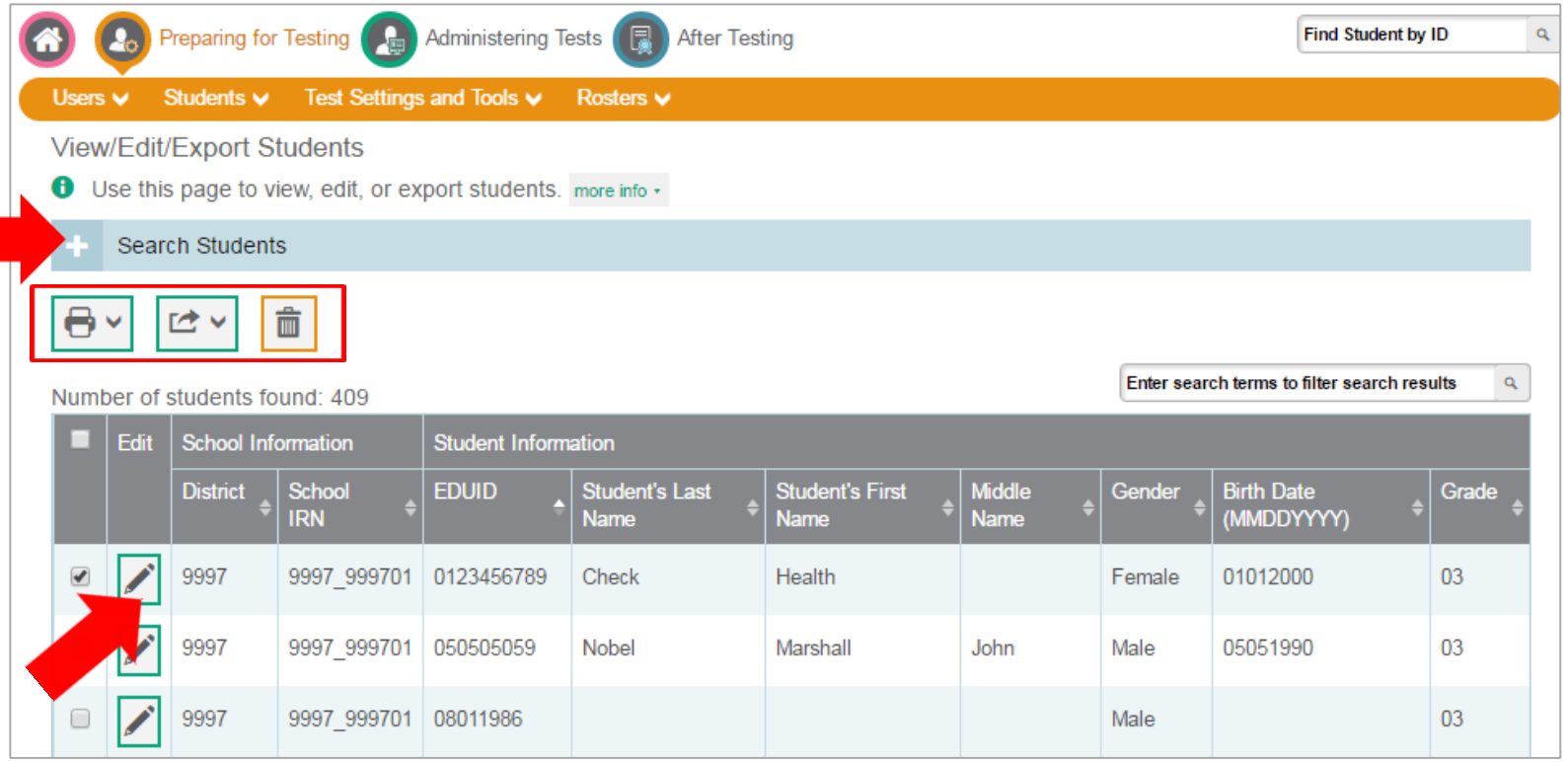


View/Edit/Export Student

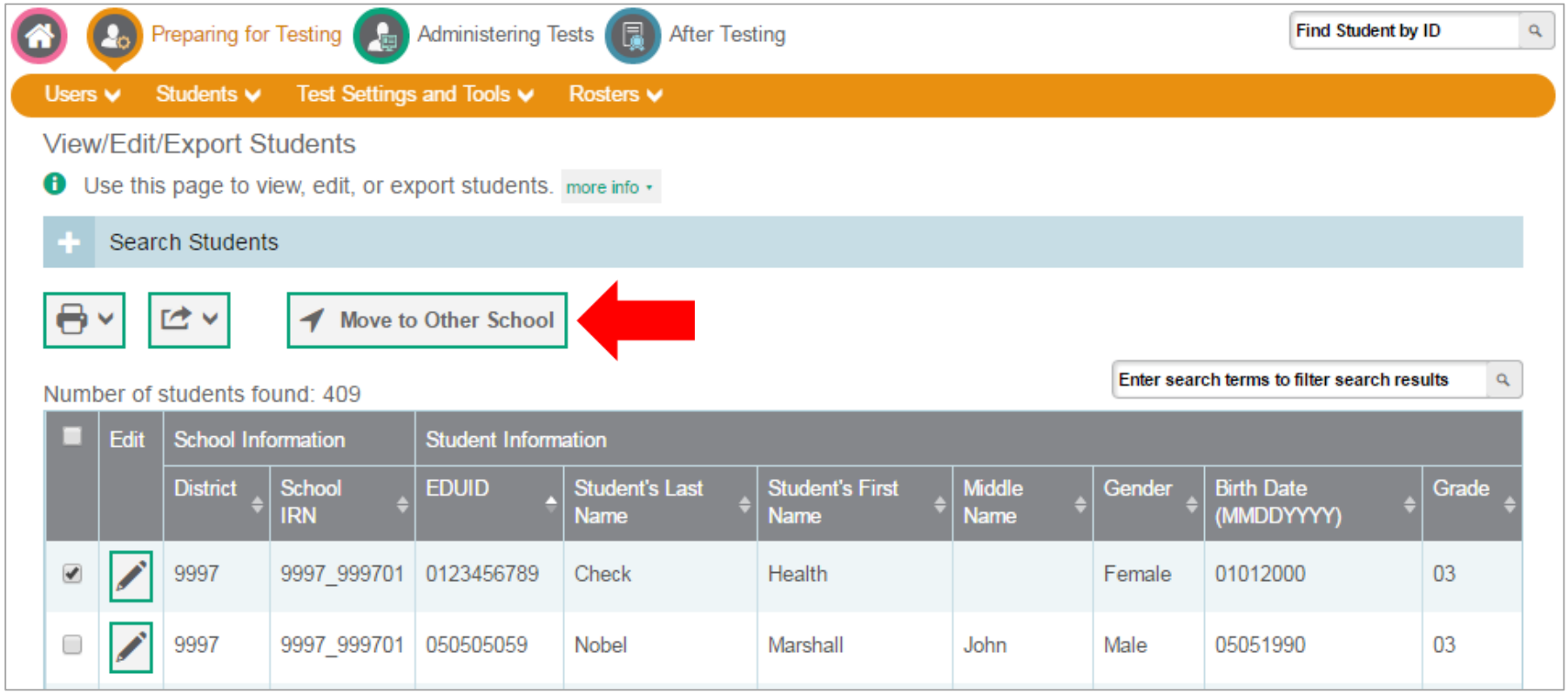




View/Edit/Export Student



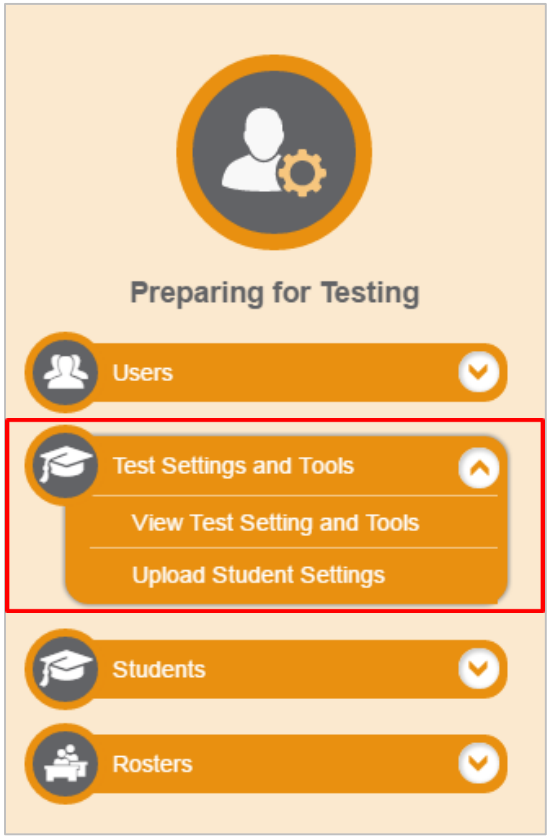
View/Edit/Export Student



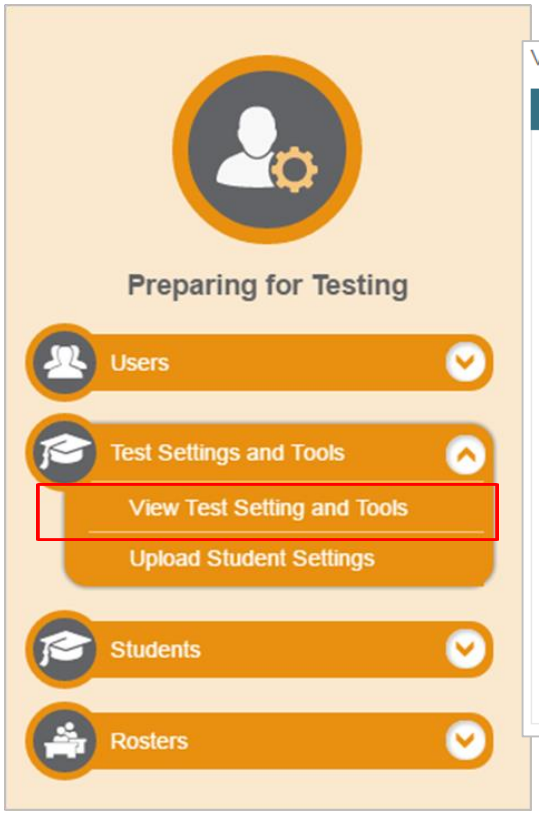
Processing Large Upload Files

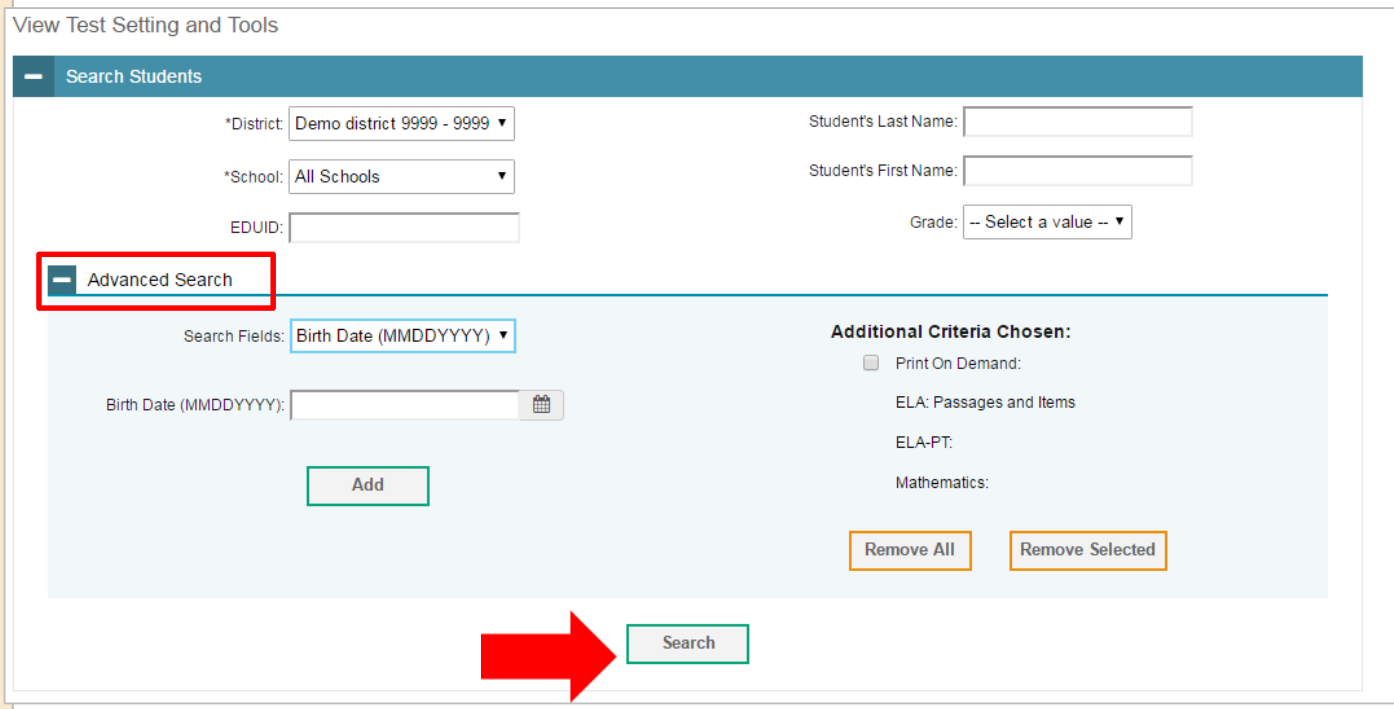
- If your file contains a large number of records (more than 1000 records), TIDE displays the validation results for the first 20% of records, and then completes the processing offline.
- As part of the processing, TIDE displays a page with your name and default email address, and prompts you to provide a phone number and optional alternate email. TIDE will send you an email when it completes the validation, and a second email after it commits the records to its databases.
- If you commit the file:
  - TIDE validates the remaining records offline, and sends a validation report via email.
  - TIDE then commits the error-free records, and sends a report listing all errors and warnings via email.
  - Please note: if you do not want your file to process overnight make sure you upload less than 1,000 records at a time.

Test Settings and Tools

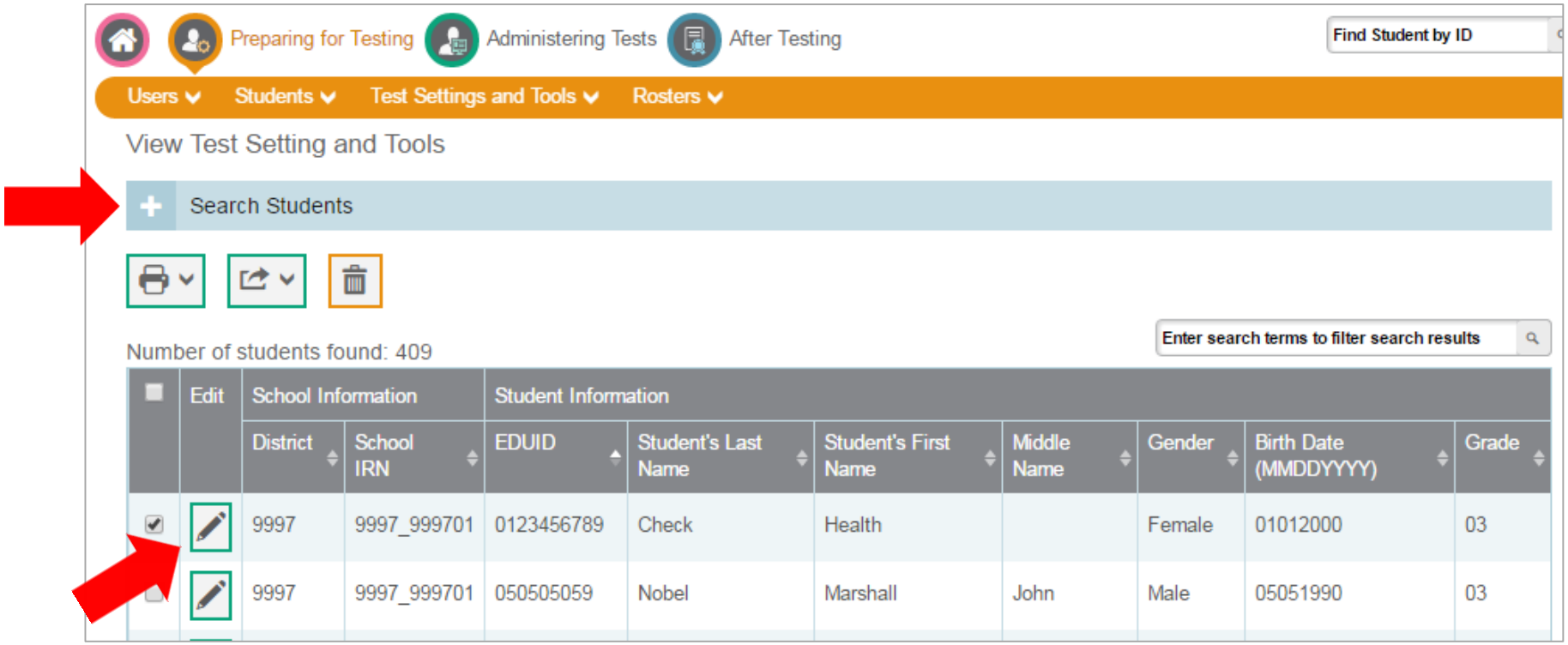


View/Edit/Export Test Settings and Tools

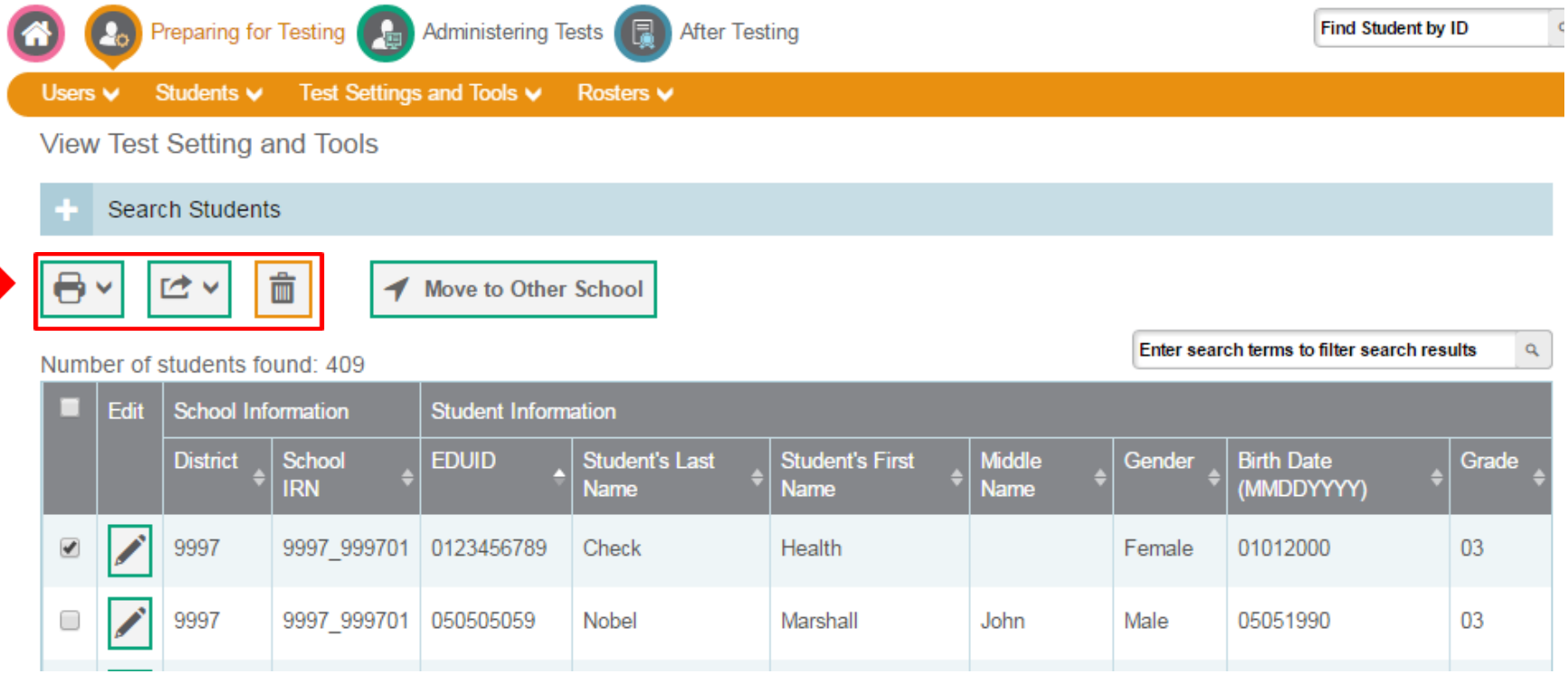




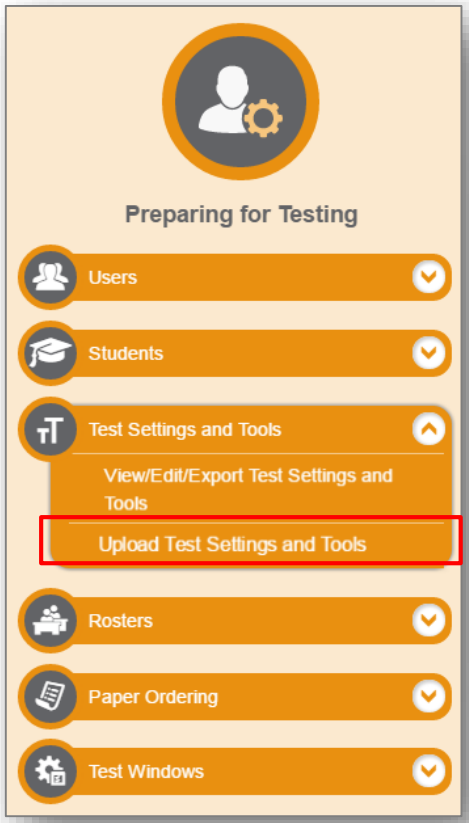
View/Edit/Export Test Settings and Tools

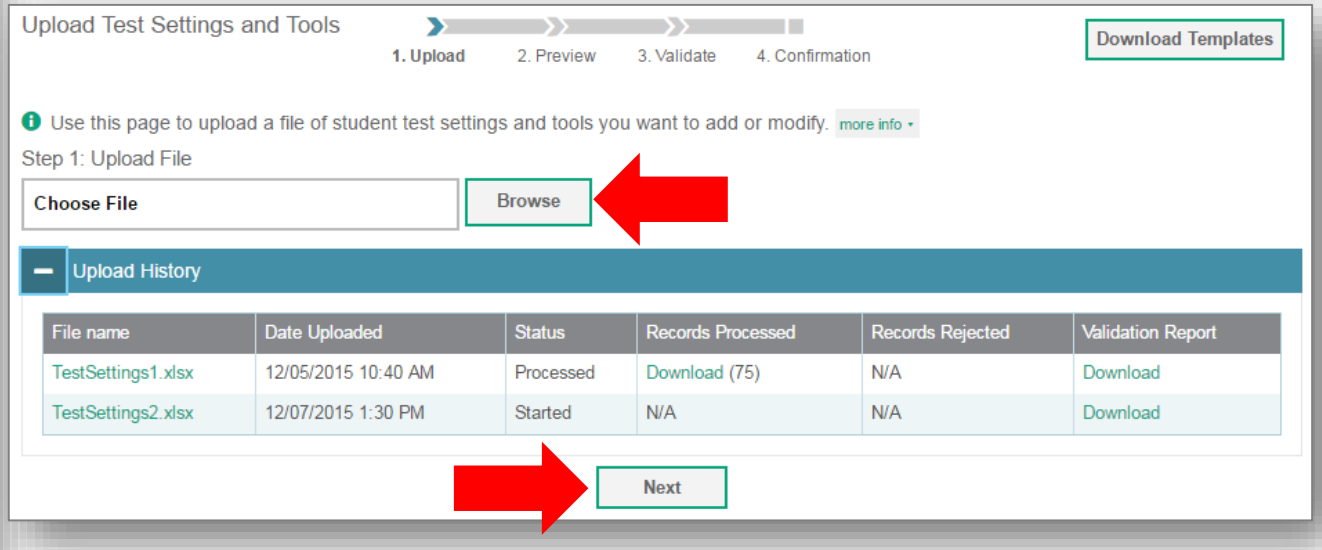


View/Edit/Export Test Settings and Tools

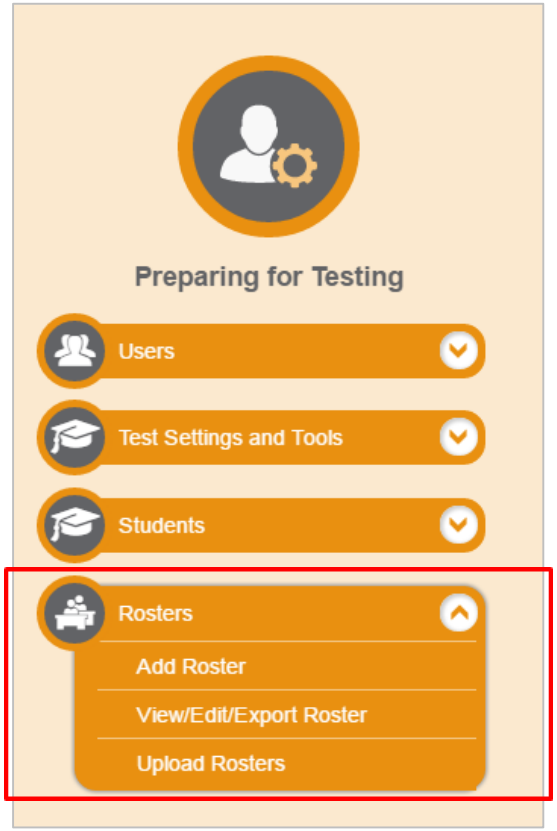


Upload Test Settings and Tools

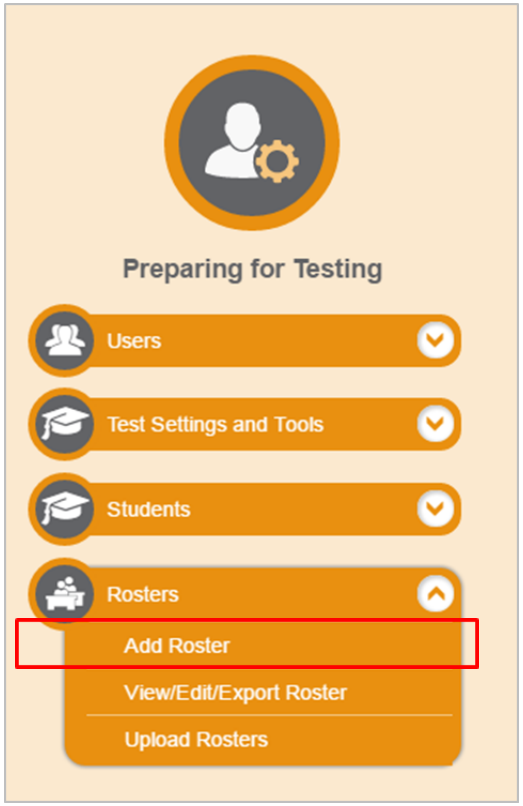


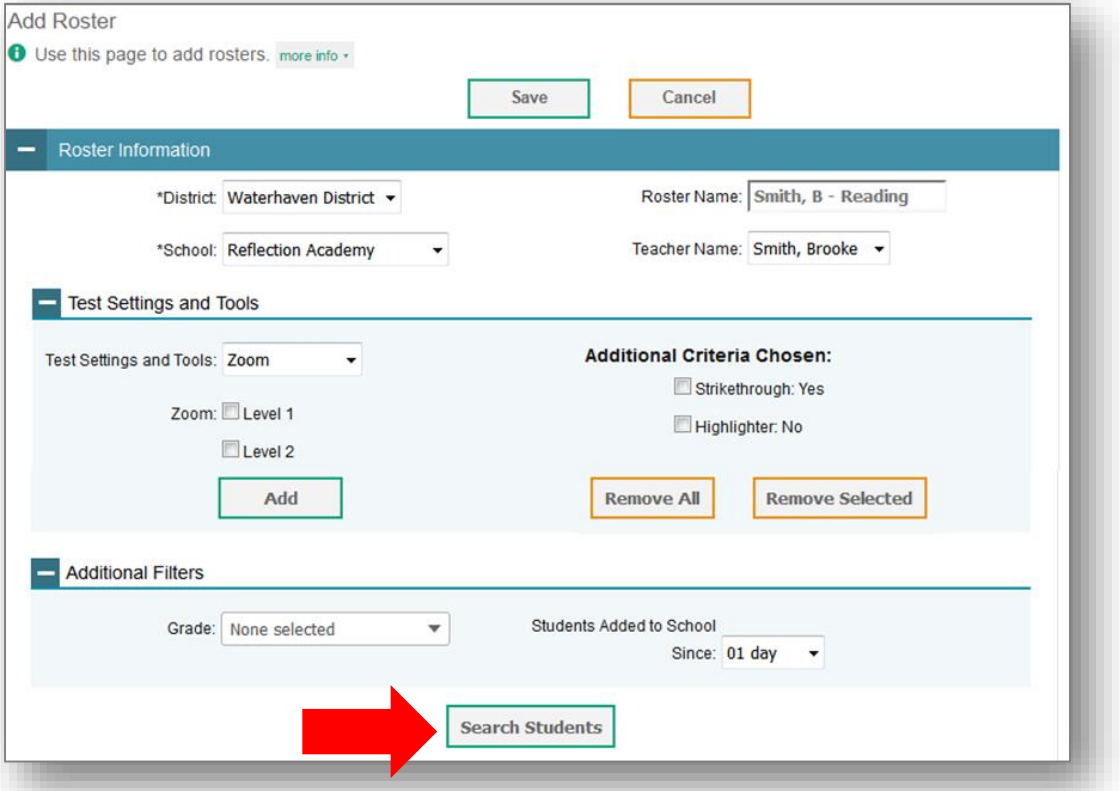


Rosters

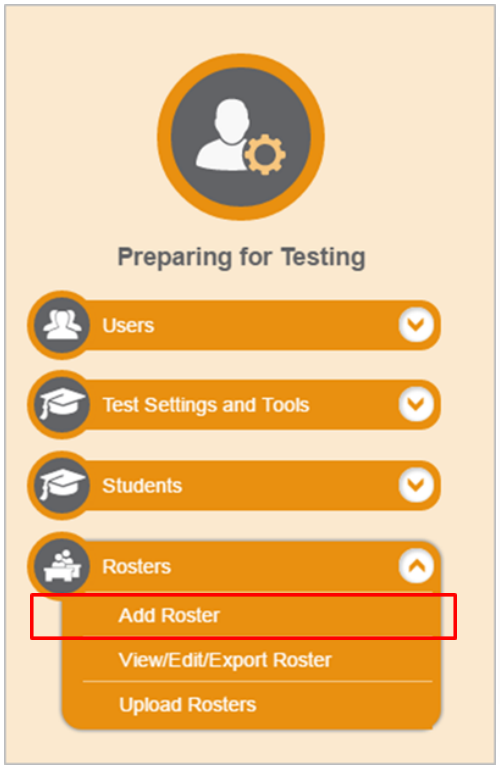

Preparing for Testing
Users
Test Settings and Tools
Students
Rosters
Add Roster
View/Edit/Export Roster
Upload Rosters

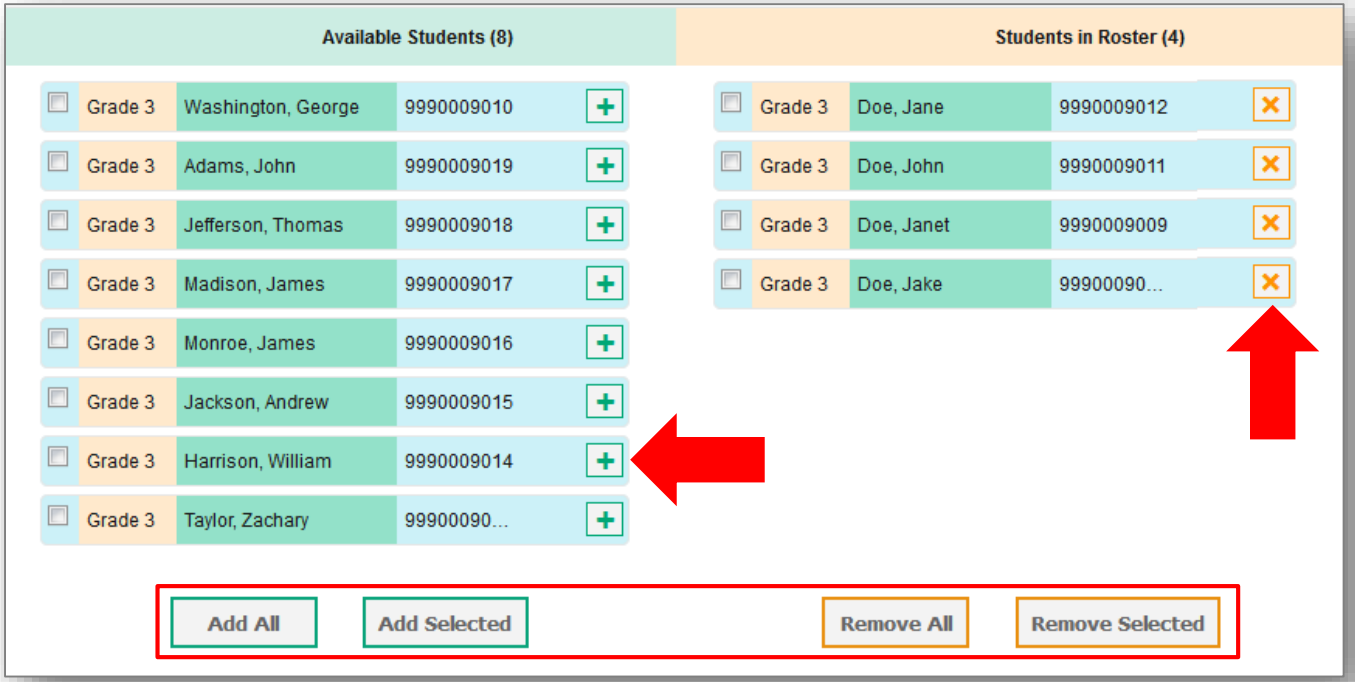
Add Roster


Preparing for Testing
Users
Test Settings and Tools
Students
Rosters
Add Roster
View/Edit/Export Roster
Upload Rosters

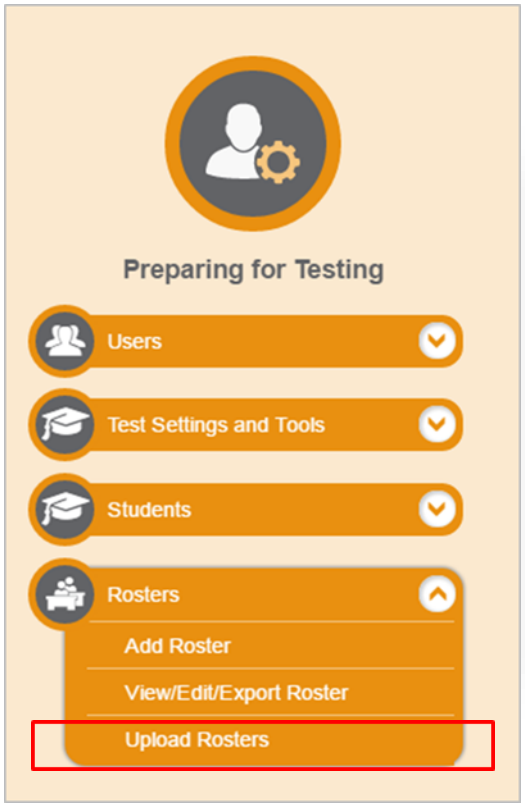

Add Roster
Use this page to add rosters. more info
Save
Cancel
Roster Information
*District: Waterhaven District
Roster Name: Smith, B - Reading
*School: Reflection Academy
Teacher Name: Smith, Brooke
Test Settings and Tools
Test Settings and Tools: Zoom
Additional Criteria Chosen:
Strikethrough: Yes
Zoom: Level 1
Highlighter: No
Level 2
Add
Remove All
Remove Selected
Additional Filters
Grade: None selected
Students Added to School Since: 01 day
Search Students

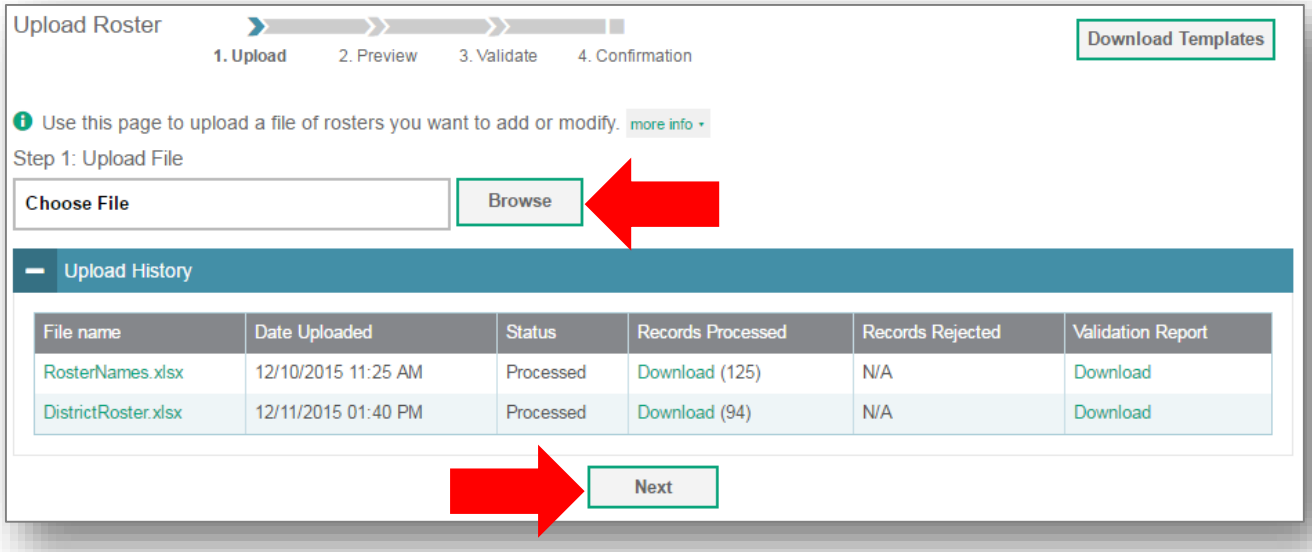
Add Roster


Preparing for Testing
Users
Test Settings and Tools
Students
Rosters
Add Roster
View/Edit/Export Roster
Upload Rosters

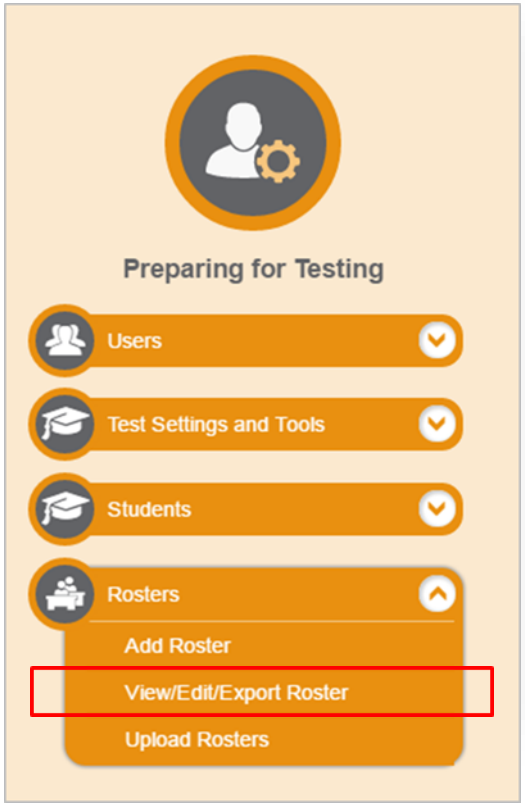

Available Students (8)
Students in Roster (4)
Grade 3 Washington, George 9990009010
Grade 3 Adams, John 9990009019
Grade 3 Jefferson, Thomas 9990009018
Grade 3 Madison, James 9990009017
Grade 3 Monroe, James 9990009016
Grade 3 Jackson, Andrew 9990009015
Grade 3 Harrison, William 9990009014
Grade 3 Taylor, Zachary 99900090...
Grade 3 Doe, Jane 9990009012
Grade 3 Doe, John 9990009011
Grade 3 Doe, Janet 9990009009
Grade 3 Doe, Jake 99900090...
Add All
Add Selected
Remove All
Remove Selected

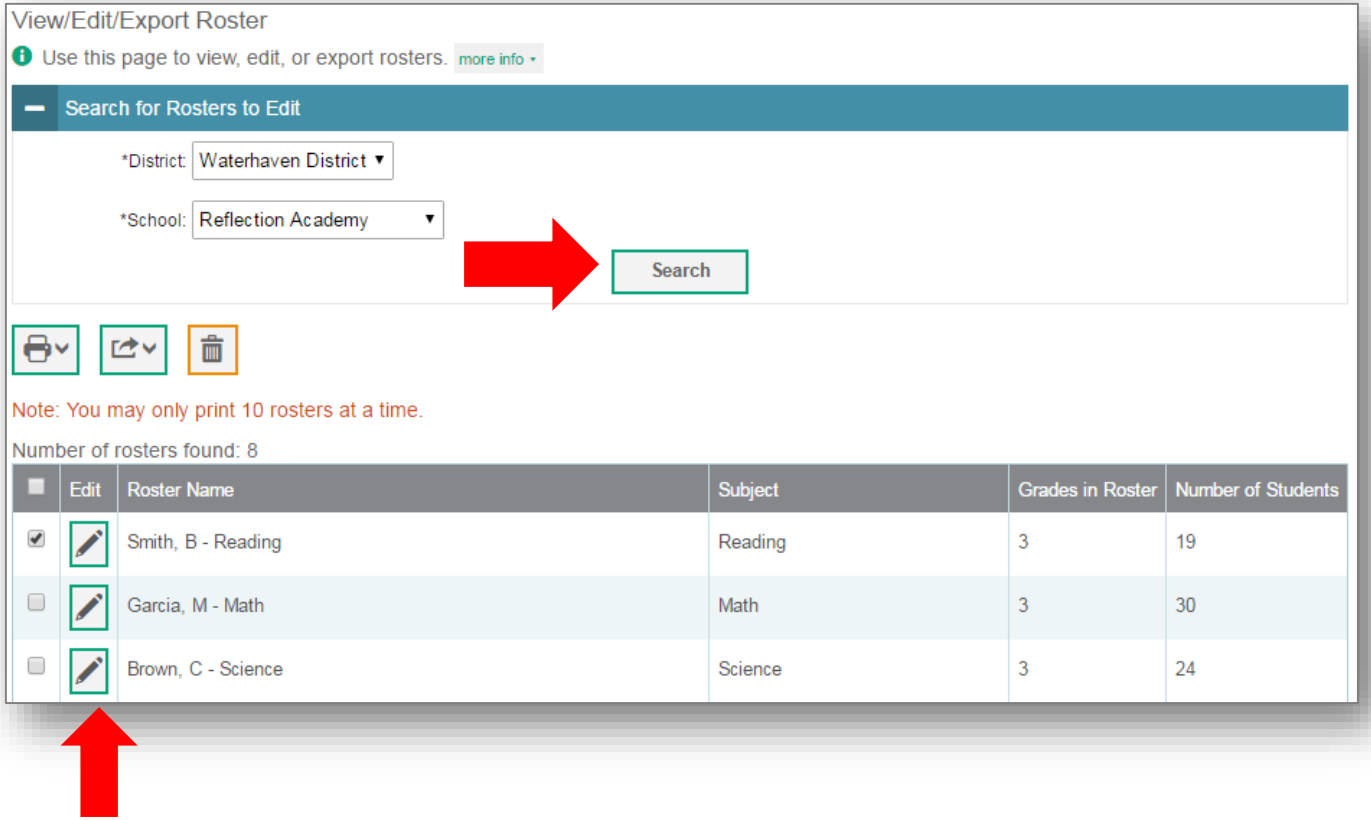
Upload Rosters



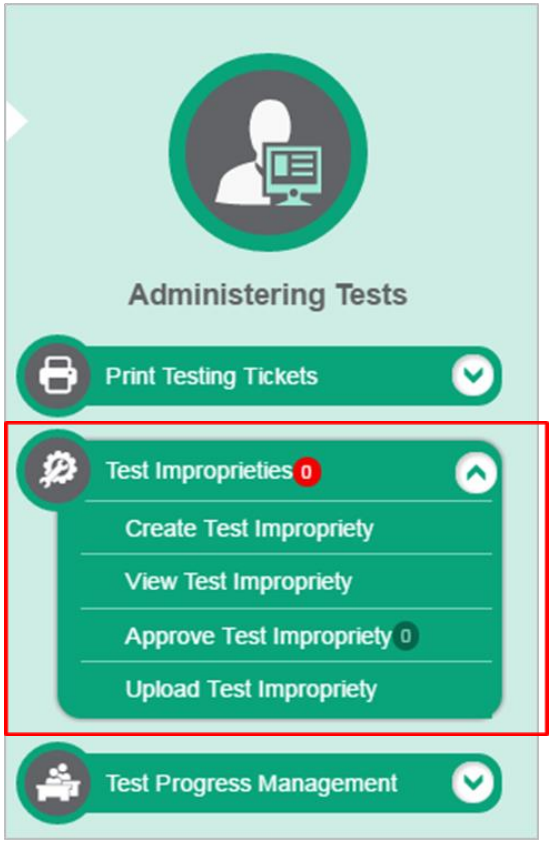


View/Edit/Export Rosters





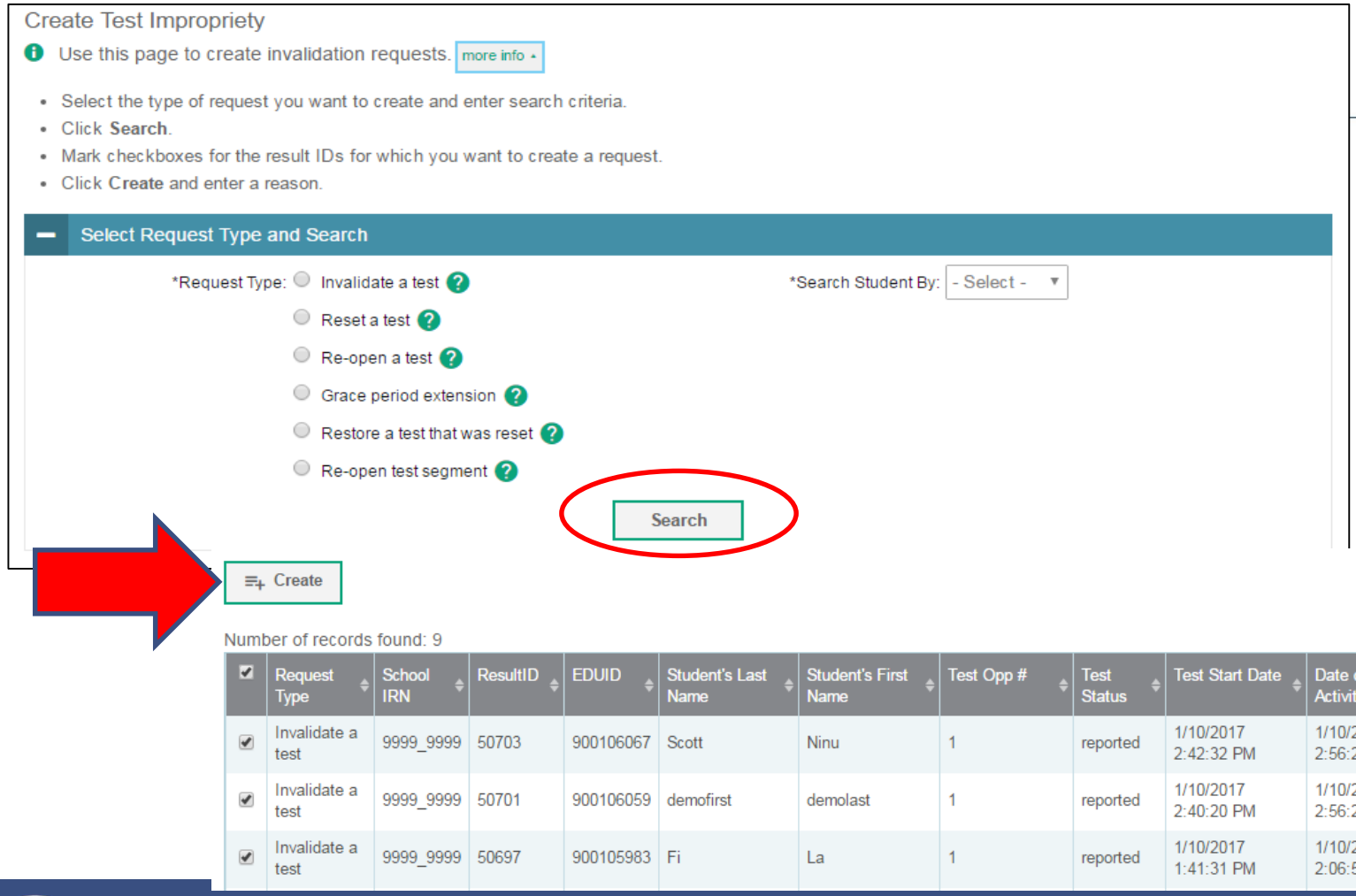
Test Improprieties



Status of Test Improprieties

Impropriety Request Status	Description of Status
Error Occurred	An error occurred while the impropriety request was being processed.
Pending Approval	Impropriety request is pending approval.
Processed	Impropriety request was successfully processed and the test opportunity has been updated.
Rejected	Another user rejected the impropriety request.
Rejected by System	Test Delivery System was unable to process the impropriety request.
Requires Resubmission	Impropriety request must be resubmitted.
Retracted	Originator retracted the impropriety request.
Submitted for Processing	Impropriety request submitted to Test Delivery System for processing.
Resolved	Impropriety was resolved.

Creating a Test Impropriety

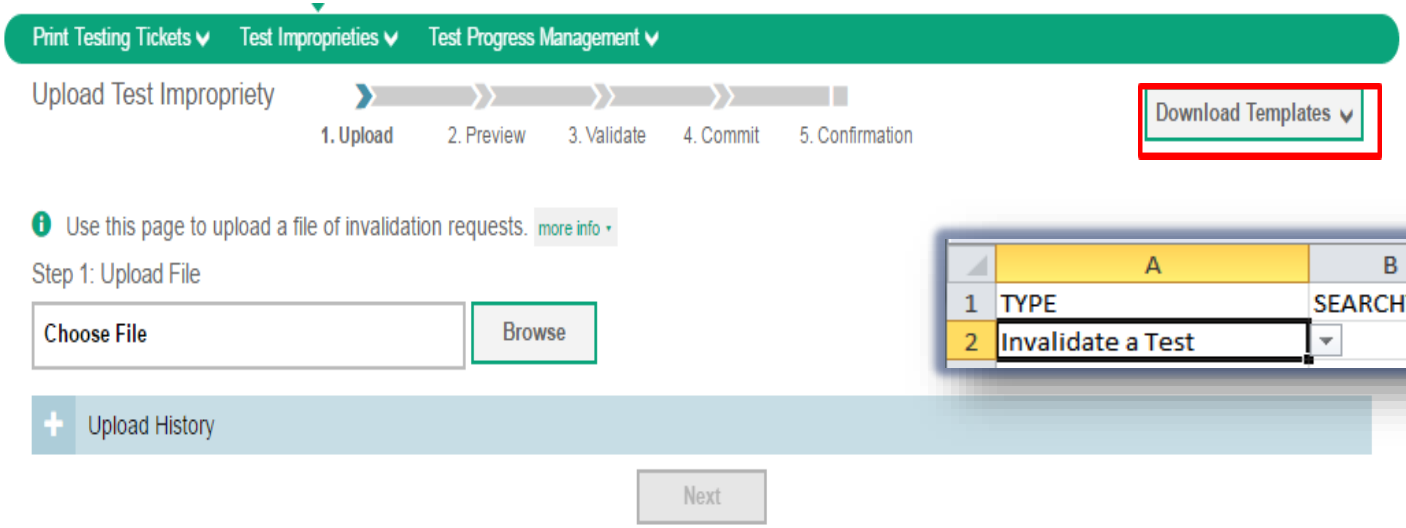


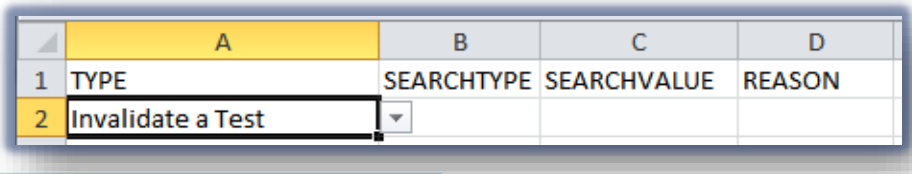
Number of records found: 9

Request Type	School IRN	ResultID	EDUID	Student's Last Name	Student's First Name	Test Opp #	Test Status	Test Start Date	Date of Last Activity	Test
Invalidate a test	9999_9999	50703	900106067	Scott	Ninu	1	reported	1/10/2017 2:42:32 PM	1/10/2017 2:56:27 PM	Grade 7 ISAT Science
Invalidate a test	9999_9999	50701	900106059	demofirst	demolast	1	reported	1/10/2017 2:40:20 PM	1/10/2017 2:56:27 PM	Grade 7 ISAT Science
Invalidate a test	9999_9999	50697	900105983	Fi	La	1	reported	1/10/2017 1:41:31 PM	1/10/2017 2:06:50 PM	Grade 3 Math Alternate Assessment

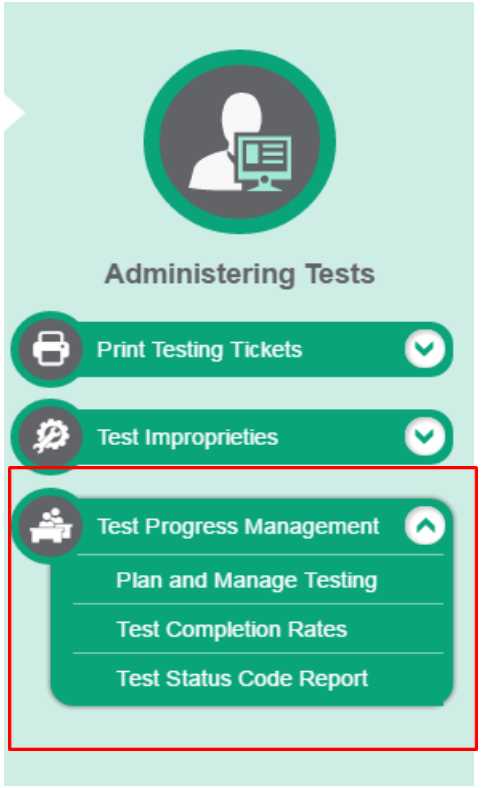
Creating a Test Impropriety

- Columns in the Test Improprieties Upload File
  - **Type of Test Impropriety**: Invalidate a test, Reset a test, Re-open a test, Re-open a test segment, Restore a test that was reset, and Grace Period Extension.
  - **Search Type**: EDUID, Result ID, and Session ID.
  - **Search Value**: Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
  - **Reason for creating a Test Impropriety**: Up to 1,000 alphanumeric characters.

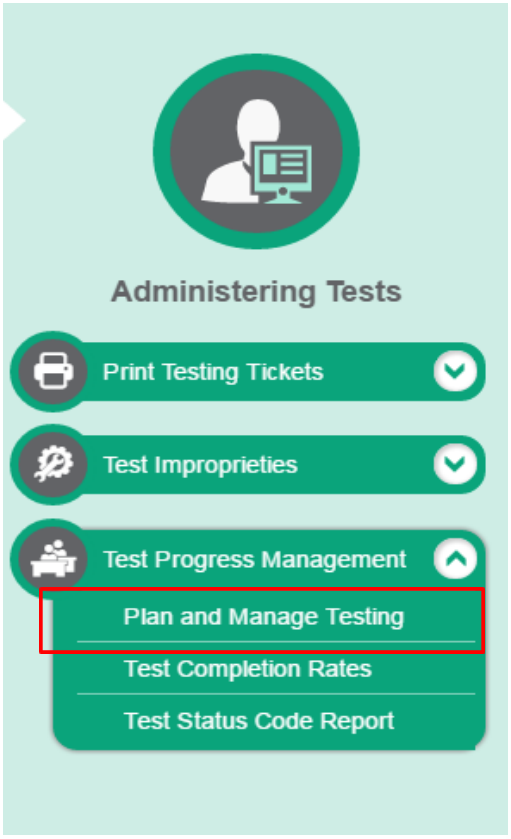


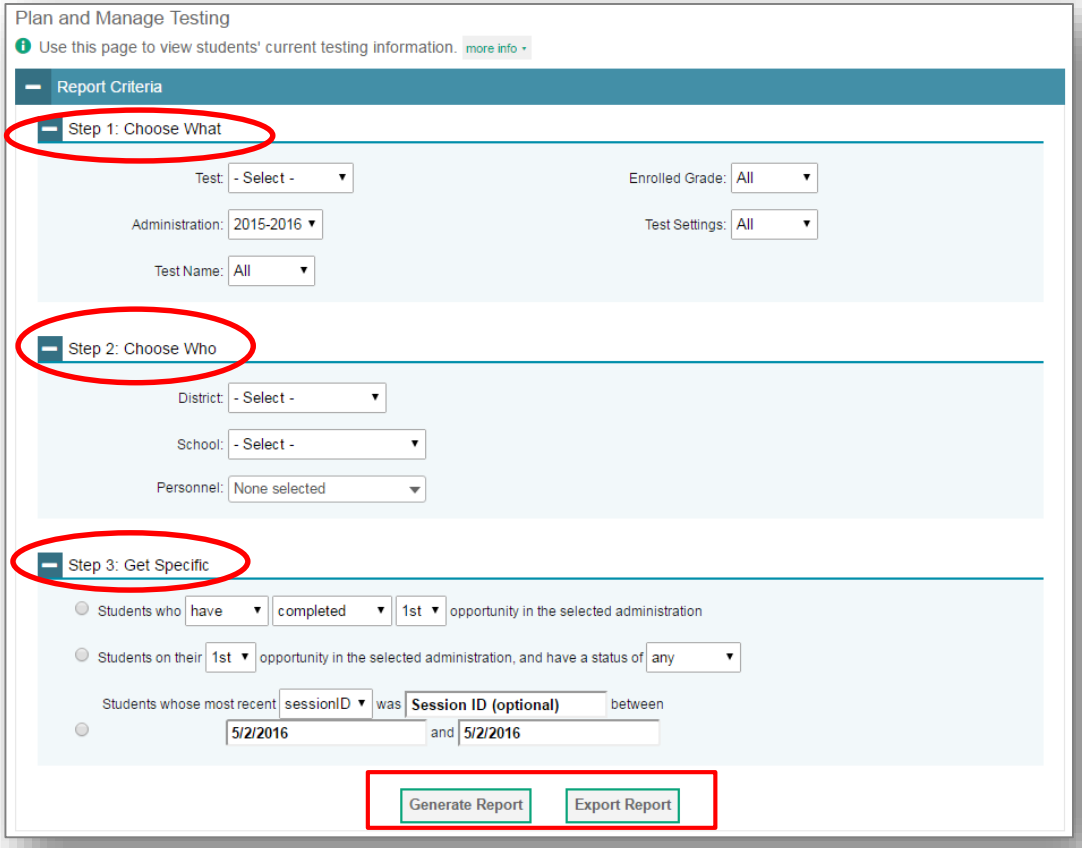


Test Progress Management

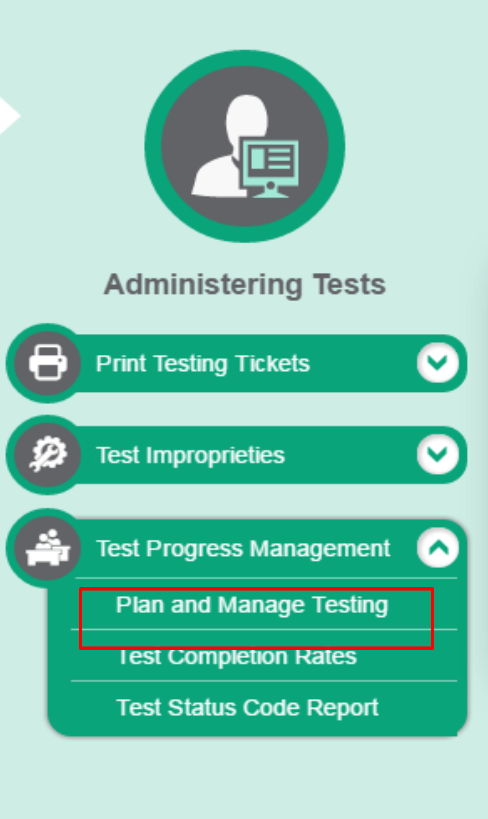


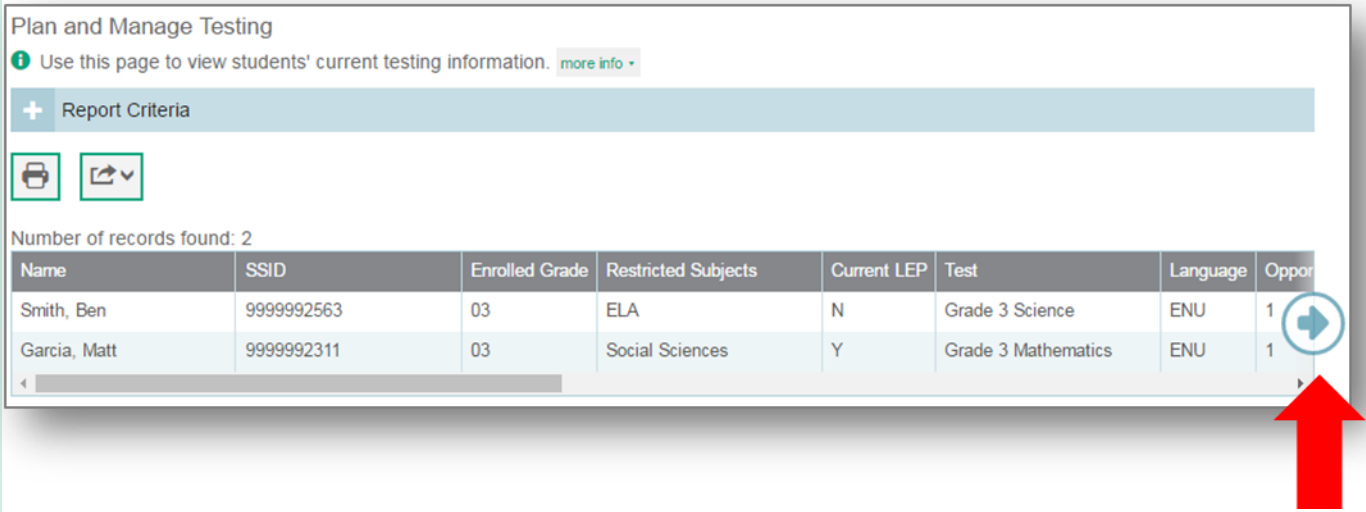
Plan and Manage Testing





Plan and Manage Testing

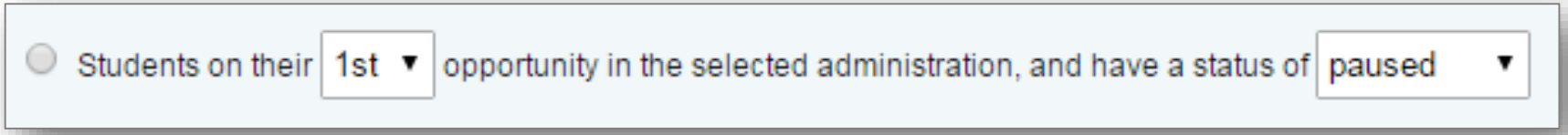




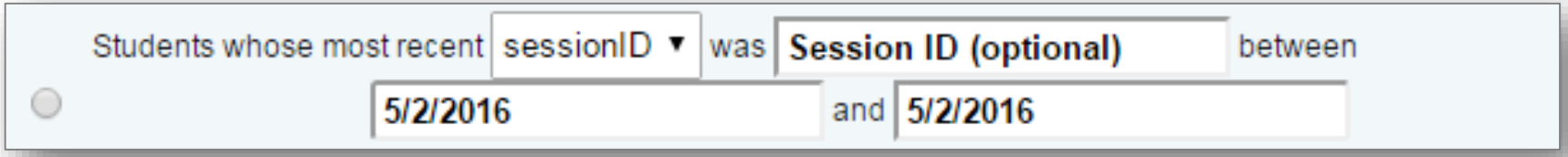
Plan and Manage Testing

- Which students have not yet tested?

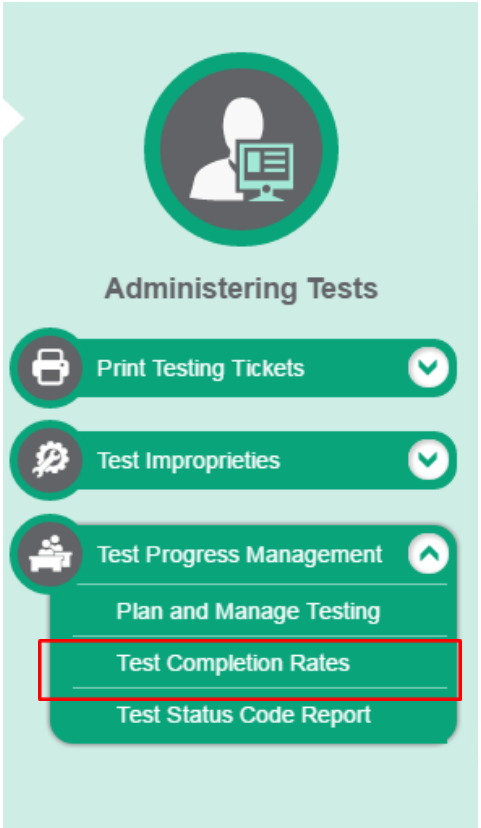
- Which students have paused tests?

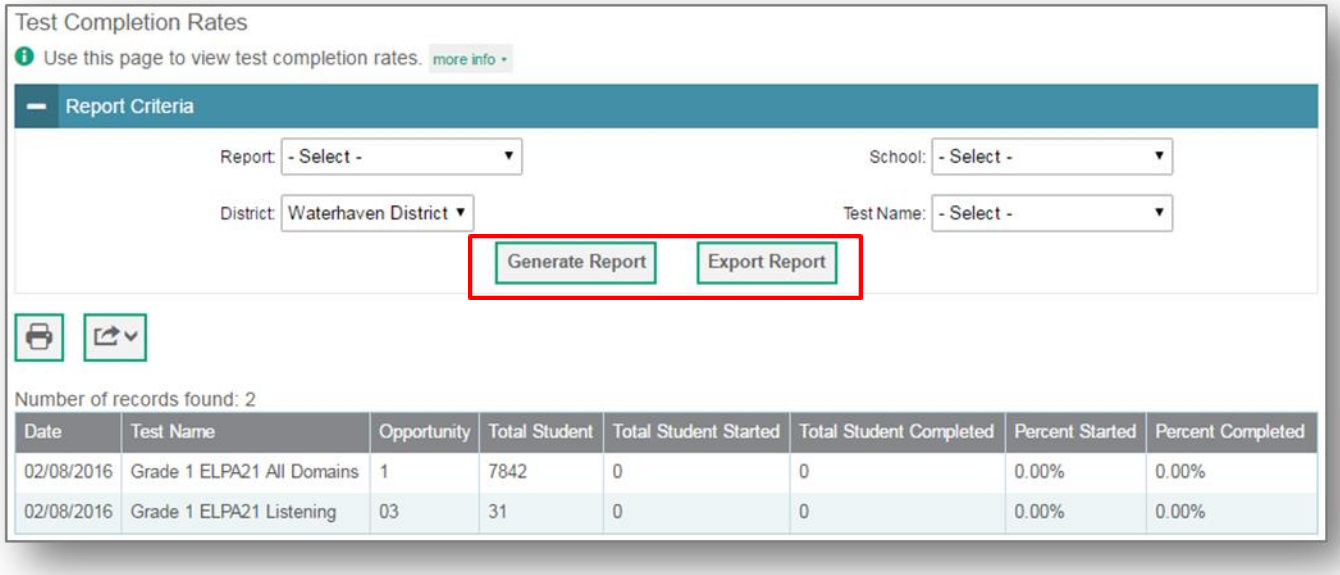


- Did all the students in a test session submit their tests?



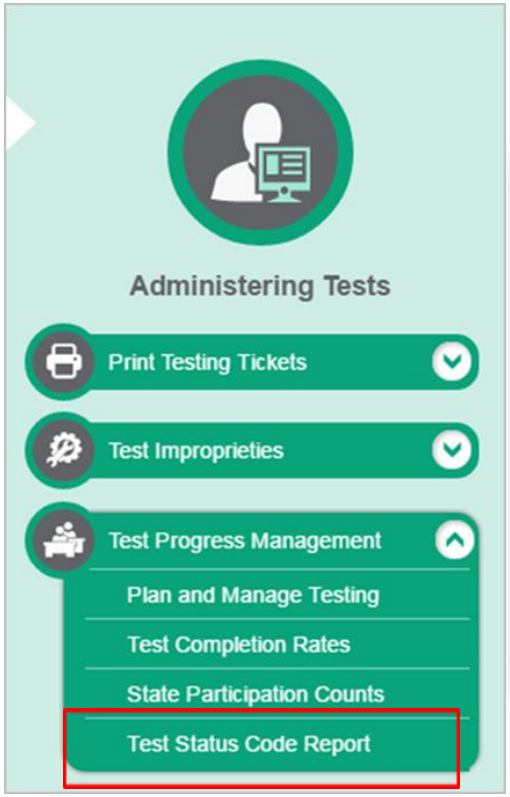
Test Completion Rates





Date	Test Name	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
02/08/2016	Grade 1 ELPA21 All Domains	1	7842	0	0	0.00%	0.00%
02/08/2016	Grade 1 ELPA21 Listening	03	31	0	0	0.00%	0.00%

Test Status Code Report



Test Status Code Report

Use this page to view students' test statuses and special codes. more info

Report Criteria

Test: Smarter ICA

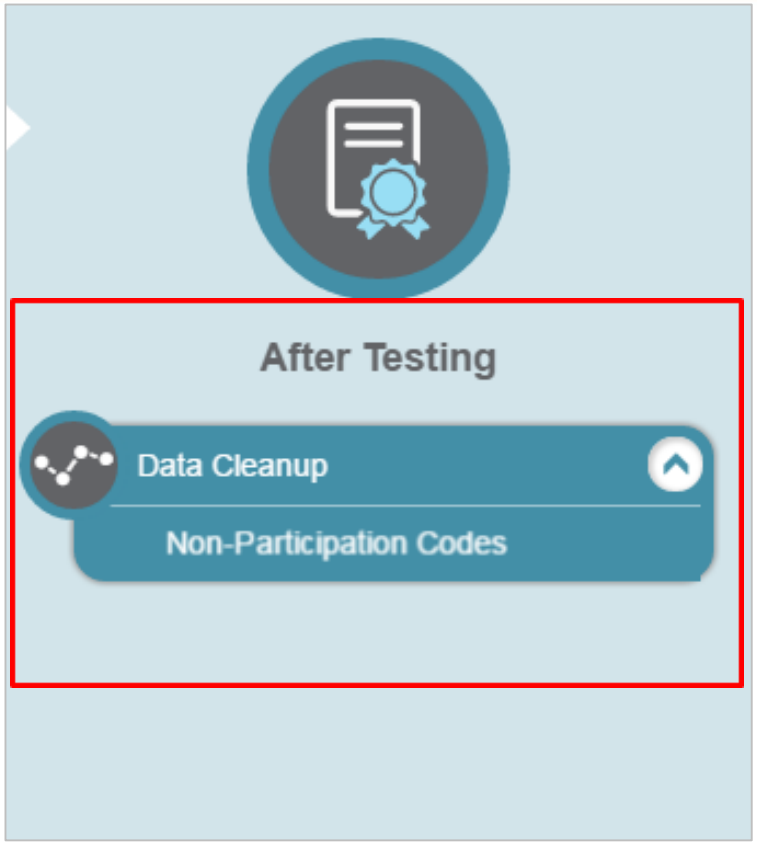
Administration: 2016-2017

Generate Report | Export Report

Number of records found: 2

Student Name	SSID	Test Name	Test Status	Date Started	Special Code	Assigned School ID	Assigned School Name
Washington, George	1234567890	Grade 3 ELA Summative		01/15/16	ky75321p	9998_01	Demo inst 9999
Lincoln, Abraham	98876543F	Grade 6 ELA Summative		01/15/16	fr78900w	9998_02	Demo inst 9999

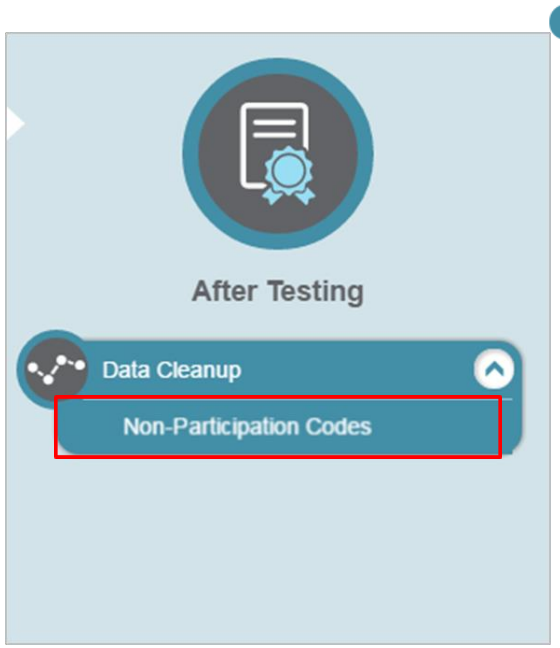
Data Cleanup



Non-Participation Codes

- A non-participation event occurs when a student does not take a test as scheduled.
- You assign a code to explain the non-participation.
- Non-participation codes persist until they are changed.
- Types of non-participation codes:
  - Absent
  - New Non-English Proficient
  - Refusal – Student
  - Refusal – Parent
  - Medical
  - Withdrawn
  - Invalidated

Non-Participation Codes



Data Cleanup

Non-Participation Codes

Use this page to enter codes explaining a student's non-participation. more info

Search Students

*District: Demo district 9999 - 9999

*School: All Schools

EDUID:

Student's Last Name:

Student's First Name:

Grade: - Select -

Advanced Search

Search

Move to Other School

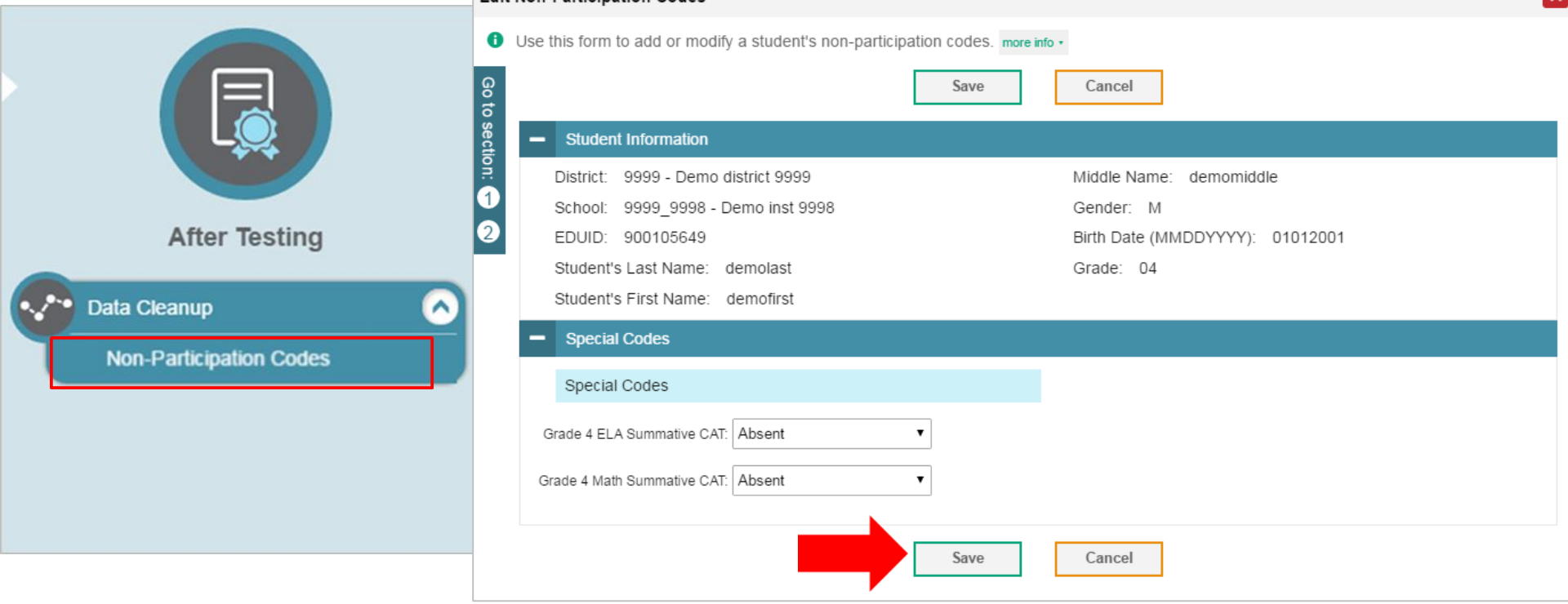
Note: We are only displaying the top 1000 records here.

Number of Students found: 1000

Enter search terms to filter search results

Edit	District	School IRN	EDUID	Student's Last Name	Student's First Name	Middle Name	Gender	Birth Date (MMDDYYYY)	Grade
	9999	9999_9998	99996701	Jackson	Cynthia	K	Female	08081998	03
	9999	9999_9998	99996702	Presley	Marlon	K	Male	08081998	04

Non-Participation Codes



Further Information

- If you have general questions or need further information visit the ISAT portal or consult the ISAT Help Desk for assistance.
- ISAT Portal: http://idaho.portal.airast.org/
- ISAT Help Desk Contact Information:
  - Customer Support Email: IDHelpDesk@air.org
  - Customer Support Phone: 1-844-560-7365
  - Hours of Operation: Monday – Friday 8:00 am to 8:00 pm MT
- SDE contact information for implementation or policy guidance:
  - Nancy Thomas Price: 208-332-6988
  - Heidi Arrate: 208-332-6909